



*Breaking Barriers to Justice*

## LEGAL ASSISTANT

Land of Lincoln Legal Aid seeks a motivated individual to join our team as a full-time Legal Assistant for its Public Benefits Unit (PBU) located in Swansea, Illinois. The PBU is a centralized unit focusing exclusively on representing clients in federal and state public benefits matters. This person will work with PBU attorneys and paralegals that provide direct client representation to clients throughout Land of Lincoln's service area. Our staff work with community organizations, social service agencies, and faith-based groups to deliver holistic legal services

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

### **Responsibilities include but are not limited to:**

- Answer phones, direct calls, and perform receptionist responsibilities
- Communicate with clients, attorneys, and others
- Perform intake for applicants, which includes data entry in case management system
- Type legal documents and correspondence
- E-file legal documents and handle mail
- Other duties as assigned

### **Qualifications:**

- Legal assistant experience strongly preferred
- Ability to communicate effectively in a pleasant and professional manner
- Good working knowledge of Microsoft Office programs and comfortable with technology
- Excellent verbal, analytical, writing, and organizational skills
- Strong attention to detail
- Ability to accurately type and edit one's work
- Highly motivated with desire to work in a fast-paced environment
- Strong commitment to justice for all
- Demonstrated ability to build relationships and work with people of varying backgrounds

**Compensation:** \$44,000 - \$58,500 (depending on experience). Excellent insurance and retirement benefits; excellent leave benefits. Land of Lincoln is a 501(c)(3) non-profit and is an eligible employer for the public service loan forgiveness programs.

**Please send a cover letter and resume to:** Kelsey Lester, Public Benefits Unit Manager c/o [amcgee@lincolnlegal.org](mailto:amcgee@lincolnlegal.org).

*Land of Lincoln is an equal opportunity employer and encourages applications from people of color, persons with disabilities, women, LBGTQIA+ gender non-conforming individuals, and people with life experiences or educational backgrounds that add to our diversity and our capacity to provide high quality legal aid.*