



## LEGAL ASSISTANT – CENTRAL REGIONAL OFFICE

*Passionate about helping low-income individuals with a range of civil legal issues?*

**Join Land of Lincoln Legal Aid to make a long-term impact!**

Land of Lincoln Legal Aid seeks a motivated individual to join our team as a Legal Assistant with the Central Regional Office located in East St. Louis, Illinois.

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:**

- 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 organization skills
- Strong attention to detail
- Ability to accurately type and edit
- Highly motivated with desire to work in fast-paced environment
- Commitment to social justice
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds

### **Compensation:**

\$44,000 - \$58,500 (depending on experience). Excellent insurance and retirement benefits; generous leave benefits. Land of Lincoln is a 501(c)(3) nonprofit and is an eligible employer for the Public Student Loan Forgiveness Program.

**Please send a cover letter and resume to:** Megan Kinney, Managing Attorney, [mkinney@lincolnlegal.org](mailto:mkinney@lincolnlegal.org).