

LEGAL ASSISTANT – NORTHERN 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 full-time Legal Assistant for its Northern Regional Office located in Springfield, Illinois. The Legal Assistant will join us in working with our SIU-MLP in collaboration with the SIU School of Medicine to identify and remedy the legal stressors negatively impacting patients' health. This person will work with attorneys to address civil legal needs of residents in Cass, Christian, Logan, Mason, Menard, Morgan, Sangamon, Scott, and Shelby Counties.

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
- Build and maintain relationships with medical partners and attend onsite outreach at SIU Family Medicine
- 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: Melinda Hubele, Managing Attorney c/o: bstrumpher@lincolnlegal.org.