LAND OF LINCOLN
Legal Aid

Passionate about helping low-income individuals with a range of civil legal issues? Join Land of Lincoln Legal Aid and make a long-term impact!

Land of Lincoln Legal Aid seeks a motivated individual to join our team as a Receptionist/Legal Assistant with the Eastern Regional Office located in Champaign, 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. The primary responsibility of this position is to be our receptionist – the first person our community interacts with when contacting us so they are key to making a difference for our clients and neighborhoods.

The Legal Assistant responsibilities include helping support our criminal records team, providing clerical support to the criminal records case handlers. Each year, thousands of Illinois residents face barriers to employment, housing, education, and stability due to past involvement in the criminal legal system—even after completing their sentence or having charges dismissed. Criminal records relief provides a second chance by removing these barriers and opening doors to opportunity.

Responsibilities include:

- Answer phones, direct calls, and perform receptionist responsibilities
- Communicate with clients, attorneys, and others
- Maintain case notes and time entries in case management system
- Type legal documents and correspondence
- E-file legal documents and handle mail
- Other duties as assigned

Qualifications:

- Secretarial experience strongly preferred
- Ability to communicate effectively in a pleasant and professional manner
- Excellent verbal, analytical, writing, and organization skills
- Strong attention to detail
- Ability to accurately type and edit one's work
- Good working knowledge of Microsoft Office programs and comfortable with technology
- 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; excellent leave benefits. Land of Lincoln is a 501 (c)(3) non-profit and is an eligible employer for the public service loan forgiveness program.

Please send a cover letter and resume to: Susan Zielke, Managing Attorney, at szielke@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.

LSC America's Partner for Equal Justice
LEGAL SERVICES CORPORATION

UNITED WAY