LAND OF LINCOLN
Legal Aid

SCANNER – SPRINGFIELD OFFICE

Land of Lincoln Legal Aid, Inc. seeks a Scanner for its Springfield office. This position is temporary. The Scanner will perform high volume scanning of client files, folders, and other office documentation to Land of Lincoln's systems.

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to working for justice with 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. Our attorneys provide holistic legal advocacy in partnership with community organizations, social service agencies, and faith-based groups.

Responsibilities include but are not limited to:

- Scan files;
- Organize paper documentation and online filing, using computer system
- Download documents from CD and/or jump drive
- Other duties as assigned;

Qualifications:

- Computer proficiency required; SharePoint experience a plus
- Willing to work in office environment; able to lift 20 lbs.
- Good interpersonal skills
- Highly motivated and demonstrated ability to work independently as well as part of a team

Special Working Conditions and Demands:

- Applicants must have reliable transportation;
- The position is office-based.

Compensation: $15/hour. This position is ineligible for fringe benefits, as a temporary position.

Please email a cover letter and resume to Melinda Hubele, Northern Regional Office Managing Attorney, c/o bstrumpher@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

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