LAND OF LINCOLN
Legal Aid

LEGAL ASSISTANT – *Domestic Violence Family Law*
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 family law team for its 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. Our family law team works with community partners to assist domestic violence survivors with orders of protection, divorce, and parenting defense cases.

Land of Lincoln staff work with community organizations, social service agencies, and faith-based groups to deliver holistic legal services. The Legal Assistant will be performing intakes, preparing documents, and providing administrative and clerical support to attorneys in the Champaign office to efficiently serve a high volume of individuals.

Responsibilities include:

- Communicate with clients, attorneys, and others
- Perform intake of prospective clients, which includes data entry in case management system
- Type legal documents and correspondence
- E-file legal documents and handle mail
- Answer phones, direct calls, and perform receptionist responsibilities
- 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 a 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+ dependent on experience. Excellent insurance and retirement benefits. Land of Lincoln Legal Aid is a 501(c)3 and an eligible employer for the federal 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