

Full-Time Position: Legal Secretary

February 20, 2019

Position open until filled.

The Legal Aid Society of Greater Cincinnati (Legal Aid) has an immediate need for a full-time Legal Secretary (37.5 hours/week) for its downtown Cincinnati office.

Together with its affiliate, Legal Aid Society of Southwest Ohio, LLC, Legal Aid serves Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren Counties in Southwest Ohio. With two full-service offices (downtown Cincinnati and Hamilton, Ohio) and a staff of about 89 (including 40 attorneys and 16 paralegals), Legal Aid is Southwest Ohio's largest non-profit law firm. Our mission is to reduce poverty and ensure family stability through effective legal assistance. Our attorneys represent individual clients in civil legal matters, and partner with community organizations and client groups. Please visit our website for more information: www.lascinti.org.

POSITION DESCRIPTION AND QUALIFICATIONS

This position provides support to several attorneys and/or paralegals. The successful candidate will possess the following minimum qualifications:

- Three or more years of relevant experience. *Preference will be given to candidates with experience in a legal setting.*
- Comfortable interacting with Legal Aid's applicants/clients.
- Demonstrated ability to type accurately at 60 wpm.
- Ability to prepare and organize documents and files.
- Excellent communication skills.
- Experience with Microsoft Word-using styles and proper formatting.
- Experience with Outlook-using shared calendars and setting appointments.
- Experience with Excel- how to read and create formulas and charts.
- Ability to work effectively in a fast-paced environment that is driven by project and client service.
- Ability to anticipate needs.
- Organized, accurate, attentive to detail, and positive attitude towards learning.

This is a non-exempt position. Compensation will be based on the successful applicant's level of experience. The Legal Aid Society offers a pleasant work environment, and an excellent benefits package.

APPLICATION INSTRUCTIONS

To apply, please send all of the following as Word attachments:

- a brief letter explaining the reasons for interest in this position
- salary requirement,
- a resume, and
- The names and contact information for two work references:

NOTE: Please put "Legal Secretary Hiring Committee" in the subject line.

Email your items to: staffing@lascinti.org

The Legal Aid Society is an Equal Opportunity Employer.

All applications acknowledged.

Interviews will be arranged by Employer.

PLEASE, DO NOT CALL.