

Prairie State Legal Services
TEMPORARY Job Opportunity Announcement
LEGAL SECRETARY
Bloomington, IL

The Organization

Prairie State Legal Services, Inc. is a not-for-profit legal aid organization that provides civil legal aid services to the poor, elderly, and people with disabilities. Prairie State has 12 offices serving 36 counties throughout northern and central Illinois. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and similar needs. Prairie State is the only legal aid organization in the majority of our service area. Annually, we handle over 22,000 applications for legal help and serve over 16,000 clients. More information is available on our website at www.pslegal.org

Job Description

This is a temporary, full-time position (37.5 hours/week). The Legal Secretary will work with PSLS attorneys to assist clients in a wide range of legal problems, including family law, domestic violence litigation, administrative law, Social Security Disability benefits, landlord/tenant, and other matters. The Legal Secretary will participate in a full range of office duties in a fast-paced environment including, but not limited to:

- Supporting the attorneys in their legal work including assisting with and preparation of routine pleadings, notices, subpoenas, correspondence, and other similar documents; scheduling court dates; e-filing; scheduling client appointments in open cases; assisting with medical and other records requests; assisting attorneys with file organization and review of closed files; and assisting with filing.
- Entering client information and data into case management software
- Performing a variety of other office tasks such as typing, copying, faxing, and emailing
- Providing support to the office's Pro Bono Coordinator
- Greeting clients and answering the phone as needed

Qualifications

The ideal candidate will be highly organized, dependable, and self-motivated. Applicants should have:

- High School Diploma, GED, or equivalent and either one additional year of relevant education or one year of experience in the legal field
- Interest in and commitment to assisting low-income individuals in the resolution of their legal problems
- Strong computer skills including proficiency using Microsoft Word and Excel
- Excellent oral/written communications
- Strong interpersonal skills and the ability to work effectively as a team member
- General office experience, legal experience preferred
- Spanish language proficiency is preferred, but not required

Salary and Benefits

This is a temporary position expected to last through June 30, 2020. The regular schedule is 37.5 hours/week with paid holidays. PSLS will conduct training for temporary staff hired under this project and such training may require travel within a few hours of the office. Travel costs are reimbursable.

Application Details

Please indicate "Legal Secretary-Bloomington" in the subject line and e-mail a cover letter, resume, and three professional references to:

- Human Resources Director Jessica Hodierna at jkhodierna@pslegal.org
- Program Administrator Connie Peterson at cpeterson@pslegal.org

Resumes accepted until position is filled.

Prairie State Legal Services is committed to creating a diverse environment and is proud to be an equal opportunity, affirmative action employer. We will recruit, employ, pay, and promote qualified applicants and employees without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.