

Legal Assistant

March, 2022

Position open until filled.

The Legal Aid Society of Greater Cincinnati is seeking a full-time Legal Assistant to provide support to the eviction prevention team along with several attorneys and/or paralegals. This position is based in our Cincinnati, Ohio office.

Legal Aid is Southwest Ohio's largest non-profit law firm, providing legal assistance in seven counties in Southwest Ohio. 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.

POSITION DESCRIPTION AND QUALIFICATIONS

The successful candidate will possess the following minimum qualifications:

- Three or more years of relevant, secretarial, administrative assistant or office management experience
- Comfortable interacting with Legal Aid's applicants/clients
- Experience with formatting and electronic filing of legal documents
- Experience establishing and organizing files, prioritizing work, documenting actions and inputting information into case management software (PIKA)
- Ability to draft legal documents and letters from existing approved templates
- Excellent communication skills
- Experience with Microsoft Office Suite (Word, Outlook, Excel)
- Aptitude for utilizing technology
- Ability to anticipate needs
- Organized, accurate, attentive to detail, and positive attitude towards learning
- Demonstrated ability to type accurately at 60 wpm
- Comfort with Adobe Acrobat DC a plus

This is a non-exempt position. Compensation will be based on the successful applicant's level of experience. Legal Aid Society offers an attractive benefits package including health, insurance, pension contribution and generous PTO.

APPLICATION INSTRUCTIONS

Candidates must submit all of the listed items, as Word or pdf documents to staffing@lascinti.org. Please note "**Legal Assistant Hiring Committee LAS041-22**" in the subject line.

1. Cover letter explaining the reasons for your interest,
2. Current resume, and
3. Contact information for three professional references.

Please note, applications without a cover letter will not be considered. Interviews will be arranged by Employer, no phone calls please.

The Legal Aid Society is an Equal Opportunity Employer. The Legal Aid Society offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation.

All applications acknowledged.