



LEGAL ASSISTANT

September 2026

Position open until filled.

The Legal Aid Society of Greater Cincinnati is seeking a full-time Legal Assistant. This is an in-person position based in our downtown Cincinnati, Ohio office.

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 preventing evictions and foreclosures, addressing domestic violence and divorce, fixing unsafe and unhealthy living conditions, obtaining Medicaid and other health and income benefits, overcoming barriers to employment or resolving school problems. We also support an affiliated Pro Bono legal program, the Volunteer Lawyers Project.

Visit our website: lascinti.org

POSITION DESCRIPTION AND QUALIFICATIONS

Our Legal Assistants support the work of attorneys and paralegal advocates to efficiently serve clients and manage administrative projects. The successful candidate will possess the following minimum qualifications:

- Three or more years of relevant secretarial, paralegal, administrative assistant, or office management experience; family law experience a plus
- Strong communication skills
- Ability to draft legal documents and letters from existing approved templates
- Experience with Microsoft Office Suite (Word, Outlook, Excel)
- Aptitude for utilizing technology
- Organized, accurate, attentive to detail, and positive attitude towards learning
- Demonstrated ability to type accurately at 60+ wpm
- Comfort with Adobe Acrobat and experience with formatting and electronic filing of legal documents, a plus
- Comfortable working in a fast-paced, team-oriented environment, and taking assignments from multiple advocates

This is a non-exempt position with a pay range of \$23+/hour, depending on experience. Legal Aid Society offers an attractive benefits package including health, dental, and vision insurance, employer-funded pension contribution, 401K, generous PTO, and paid holidays.

APPLICATION INSTRUCTIONS

Applicants should submit all items listed below via Legal Aid's ADP platform: <http://bitly.info/job>

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

Interviews will be arranged by Legal Aid Society. Please do not call.

The Legal Aid Society is an Equal Opportunity Employer. We encourage all qualified applicants to apply. Legal Aid offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation.