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# **LAS's Columbia Office seeks Secretary**

## **Immediate Secretary Position Available In Columbia**

The Legal Aid Society has an immediate opening for a full-time secretary in its Columbia, TN office. The secretary will perform routine clerical and secretarial work in transcribing from dictation and typing legal documents using Microsoft Word, answering telephones, making telephone calls, courteously greeting the public, data processing, and record keeping.

Duties also include helping to organize files, maintaining community education brochures and resource files, operation of office machines, and interviewing and obtaining intake information on potential clients. Provide backup to receptionist and other secretaries.

Applicants must have good organizational and communication skills. Must be able to follow directions and work with a team and independently. Ability to prioritize work. Must be able to transcribe dictation. Sensitivity to the needs of low-income people, be able to relate to the needs of people of diverse backgrounds and adhere to confidentiality standards. Ability to effectively communicate in oral and written form. Excellent interpersonal skills. Strong typing, computer and proofreading skills a must. Experience with Microsoft Office software and Legal Files database. Ability to learn new computer skills. Spanish language ability and prior experience working in the legal field is preferred. Some travel required. High School diploma or equivalent is required.

Salary: DOE. Excellent benefits.

The [Legal Aid Society](#) has eight offices that provide free legal services for low-income people to 48 counties in Tennessee. Our attorneys and paralegals handle cases in the fields of domestic violence, housing, consumer, federal income tax, health, social security, and special education. For more information about LAS, visit [www.las.org](http://www.las.org).

Applications must include a cover letter, resume and three references (with phone numbers). No phone calls, please. Send by mail or e-mail to:

Human Resources Administrator

Legal Aid Society

PO Box 5209

Oak Ridge, TN 37831

e-mail: [HR@las.org](mailto:HR@las.org)

Position will remain open until filled. The Legal Aid Society is an equal opportunity employer and welcomes applications from women, minorities and persons with disabilities.

Last updated on May 21, 2014.

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