

LAS-Gallatin seeks Secretary/Legal Assistant

The Legal Aid Society has an immediate opening for a full-time secretary/legal assistant in its Gallatin, TN office. The secretary will perform routine clerical and secretarial work in transcribing, typing and proofing legal documents, answering telephones, making telephone calls, courteously greeting the public, data processing, and record keeping. Will also coordinate upkeep of office and office equipment. Provide support to intake screener in the completion of phone and in-person intakes.

Duties also include maintaining petty cash, litigation and client trust accounts. Handling mail and client files. Purchasing office supplies and preparing check requests. Provide backup to other support staff.

Must be very detailed oriented and have good organizational skills. Must be able to follow directions and work with a team and independently. Sensitivity to the needs of low-income people. Ability 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. Experience with Microsoft Office software (Word, Excel, Outlook, etc) required. Ability to learn new computer skills. Bilingual in English/Spanish languages, Legal Files database experience and prior experience working in the legal field are pluses. Associate or college degree preferred; high school diploma or equivalent is required. Equivalent combination of education and work experience will be considered.

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 civil 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.

Job Type: Full-time

Contact Information and Procedure:

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

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.

Human Resources Administrator PO Box 5209 Oak Ridge, TN 37831

Email: HR@las.org

Website: <http://www.las.org>

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