



# SOUTHWEST VIRGINIA LEGAL AID SOCIETY, INC.

227 West Cherry Street ♦ Marion, VA 24354

Offices in Castlewood, Christiansburg & Marion



*Seeking ONE Justice for ALL Virginians Since 1972*

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## LEGAL ASSISTANT - MARION

### QUALIFICATIONS:

- High School Diploma, plus secretarial experience or experience equal to meet the demands of the job.
- Excellent spelling and grammar.
- Knowledge of Microsoft WORD
- Type at least 60 wpm.
- Experience with data entry into a computerized database
- Self-motivation to implement and/or improve office systems, as necessary
- Ability to handle high-pressure situations and work overload
- Ability to communicate well with a wide range of clients who may be in a crisis situation
- Must have knowledge of or willingness to quickly learn the meaning of court documents, pleadings and legal terminology.

### DUTIES:

- Share telephone answering duties and greet the public
- Do client intake, as needed, which involves interviewing the applicant to obtain a breakdown of the applicant's assets, income and liabilities. If the client is financially eligible for services, obtain information regarding the facts of the case, hearing dates, adverse parties, and other information which will help the attorney be immediately familiar with the client's legal issue.
- Use a computerized database program to enter client information into the database.
- Responsible for maintaining a tickler system, court docket calendar, opening and closing cases, and mailing documents to clients.
- Responsible for opening mail and logging in all incoming monies.
- Responsible for client trust ledger, checkbook and issuing receipts for client fee payments.
- Responsible for staying current about court filing procedures and fees.
- Responsible for typing as requested by attorneys. This may include letters, briefs, complaints and memorandums.
- Responsible for taking messages from clients and relaying them to the appropriate attorney, and relaying messages to clients at the direction of attorneys.
- Responsible for filing and neat organization of the office, and such other duties as may be assigned by the Managing Attorney, Executive Director or Director of Administration.
- Participate in skills training as directed by the Managing Attorney and/or Executive Director

**EMAIL Letter of Interest, Resume and Three References to [icarico@svlas.org](mailto:icarico@svlas.org) and also to [svlas@svlas.org](mailto:svlas@svlas.org). The subject line should say "Legal Assistant".**