



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

LEGAL ASSISTANT – CHRISTIANSBURG

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 and 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 applicants to obtain financial information and facts of the case.
- 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.
- 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

SALARY/BENEFITS:

Salary: \$35,000+ DOE. EOE. SVLAS offers a generous package that includes competitive salary, medical and life insurance, liberal annual and personal leave, and a retirement savings program with an employer contribution.

To Apply: Please send resume and cover letter, including three references, by e-mail to: Joseph R. Carico, Executive Director, at jcarico@svlas.org.