



Legal Secretary – Reno Office

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low income people in every county in Nevada and have an opening for our front line Legal Secretary in our Reno Office.

The Reno office serves all of the programs in our northern offices and coordinates with 3 outreach office across northern Nevada. The position will be responsible for greeting clients in our Reno office, which is currently managed through our Ring doorbell, as well as checking clients in, conducting initial intake, answering our Reno phone lines, and performing secretarial tasks for the advocate staff. This position will work under our Reno office manager. The ability to communicate effectively in Spanish or another non-English language spoken by our client population (such as Tagalog) is required.

We provide paid sick and vacation time, medical, dental, vision and life insurance. The annual salary for the position is \$27,000 - \$45,000 depending on experience.

Visit our website at www.nevadalegalservices.org and follow us on Twitter, Facebook and YouTube.

Requirements:

- Experience with telephone, mail, receiving clients, office machines, filing and typing.
- Experience with Adobe, Outlook, Word and Excel.
- Experience with and aptitude for organization, calendar and case management.
- Ability to file legal documents in court and converse with court personnel.
- Ability to communicate in Spanish or a required.
- Perform outreach and communicate with community partners as needed.
- Applicants must have an interest and passion for helping low-income Nevadans, tribal members, seniors and veterans.
- Strong interpersonal skills and an ability to work collaboratively with a diverse team.
- Ability to work independently, handle changes or unexpected events, and establish cordial working relationships with courts and administrative personnel, coworkers, service providers, and clients.
- Capability to work with low-income clients from diverse backgrounds, including clients with physical and mental disabilities and clients with limited English proficiency.
- Follow all requirements of the Nevada Legal Services Personnel and Case Management Manuals regarding timely completion of timesheets, mileage reimbursements, and other administratively required documents as well as maintaining cases in accordance with our case handling standards.

Application Instructions:

Applications will be reviewed on a rolling basis until the position is filled. Provide cover letter explaining interest, resume and 3 references to careers@nevadalegalservices.org, or apply online at www.nevadalegalservices.org/employment, and reference “Reno Legal Secretary” in the subject line.

Nevada Legal Services (NLS) is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NLS actively promotes mutual respect, acceptance, teamwork and productivity. NLS is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application, interview process or for more information about the program may send a request to the email address provided. | Equal Opportunity Employer