



## Receptionist – Las Vegas/Southern NV

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 in our Las Vegas Office for a Receptionist. The Receptionist manages the front desk for the Las Vegas advocacy office and will be responsible for greeting clients and guests, answering the telephone, distributing and cataloging mail, filing as necessary, scanning, saving and copying documents, updating the case management system and other office tasks as needed.

We provide paid sick and vacation time, medical, dental, vision and life insurance. The salary for the position is \$25,000 - \$43,000 depending on experience.

Visit our website at [www.nevadalegalservices.org](http://www.nevadalegalservices.org) and follow us on Twitter, Facebook and YouTube.

### Requirements:

- Fluency in a non-English language required. Fluency and competency in spoken and written Spanish a plus.
- Experience with reception skills: telephone, mail, receiving clients, office machines, filing and some typing.
- Experience with Adobe, Outlook, Word and Excel.
- Applicants must have an interest and passion for helping low-income Nevadans, 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](mailto:careers@nevadalegalservices.org), or apply online at [www.nevadalegalservices.org/employment](http://www.nevadalegalservices.org/employment), and reference "Receptionist" 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*