



## Legal Secretary – Indian Law Project

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 a Legal Secretary in our Indian Law Project. The NLS Indian Law Project serves the 27 tribes within the State of Nevada. We are staffing this position in our Carson City office.

The Indian Law Project provides a wide range of services to both tribal members and tribal governments based upon the needs expressed by each community. Project attorneys assist tribal governments in ICWA matters as well as act as public defender in a number of tribal jurisdictions. Attorneys also serve individual tribal members in a wide variety of legal matters including eviction defense, estate planning, dependency representation and economic development activities. The legal secretary will support project attorneys and other staff with intake, case management, outreach coordination, and other duties as necessary to assist us in providing high quality legal representation to our clients. Travel between offices or to outreach to meet the needs of our clients and communities may be 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](http://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 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.
- Perform outreach and communicate with community partners as needed.
- Applicants should demonstrate knowledge of and experience with Native American community, tradition, and culture.
- 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](mailto:careers@nevadalegalservices.org), or apply online at [www.nevadalegalservices.org/employment](http://www.nevadalegalservices.org/employment), and reference "ILP 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*