



Legal Secretary – Las Vegas Office – 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. Our primary source of funding is through a grant from the federal Legal Services Corporation, but we receive grant funding from a variety of sources.

The Las Vegas office serves the counties in southern Nevada and supports multiple projects impacting a variety of communities. Attorneys assist clients in legal matters ranging from eviction defense, unemployment benefits hearings, to name changes and assistance to veterans, seniors and disabled individuals. The legal secretary will support project attorneys and other staff with intake, case management, filing, outreach coordination, and other duties as necessary to assist us in providing high quality legal representation to our clients.

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

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

- 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.
- Perform outreach and communicate with community partners as needed.
- 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, or apply online at 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