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INTAKE SPECIALIST

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. We are primarily funded through a grant from the federal Legal Services Corporation.

Under the general supervision of an attorney, the Intake Specialist conducts the initial intake of clients by phone or walk-in-basis. The intake specialist may provide assistance and advocacy where appropriate, under the guidance and supervision of an attorney. The salary range for this position is \$30,000-\$55,000, depending on experience. This position is located in our Reno, Nevada office.

Duties and Responsibilities:

- Conduct initial prospective client interview to determine financial eligibility, identify legal problem, obtain and compile relevant documents for case presentation and assignment.
- Provide counsel/advise and brief services to clients where appropriate while under supervision of an attorney.
- Assignment of intakes to advocates.
- Draft rejection letters.
- When needed, substitute for receptionist.
- When needed, attend outreach events.
- Prepare and distribute pro se materials to eligible clients.
- Communicate with agencies to obtain pertinent client information and documents.

Qualifications:

- Ability to relate to clients; maturity and sensitivity to problems of poor and minority clients.
- High school graduate or equivalent.
- Excellent verbal and writing skills.
- Bilingual required.
- Prior housing and legal experience preferred.

Application Instructions

Provide cover letter, resume and references. Online application preferred is nevadalegalservices.org or email to careers@nevadalegalservices.org.

Successful applicants must be able to pass a comprehensive background check.

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.

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