

LEGAL SECRETARY

Position Start Date: ASAP

Application Deadline: Open until filled

Position Schedule: Full-time in Office (34 hours per week) – 8 AM–4 PM (M-TH), 8 AM–12 PM (F)

Nevada Legal Services (NLS) is dedicated to providing legal help to low-income people across Nevada. NLS seeks a full-time Legal Secretary for its Reno office. The Legal Secretary supports client communication, mail processing, document handling, scheduling, and other administrative and legal secretarial functions to help the office operate efficiently and provide a welcoming experience for the community.

Job Duties

- Answers incoming telephone calls promptly, directs calls and messages to appropriate staff, logs missed calls, and returns calls as needed.
- Greets walk-in visitors, provides general information about NLS services using approved brochures and materials, and directs visitors to the appropriate staff or intake process.
- Ensures visitors sign in, notifies staff when their appointments arrive, and helps visitors access the lobby kiosk when assistance is needed.
- Works directly with the Office Manager to support daily front-office operations and coordinate administrative needs.
- Maintains the lobby and reception area, including opening and closing the main entrance according to office procedures, ensuring the kiosk is operating, and keeping brochures, factsheets, and business cards stocked.
- Receives documents delivered to the office and follows established procedures for document intake, scanning, and routing.
- Keeps mailing supplies stocked, monitors postage-machine funds, and maintains an orderly and professional front-office area.
- Scans client documents and saves them in the appropriate client folder and case-management system in accordance with office procedures.
- Types and prepares legal pleadings, petitions, briefs, motions, discovery documents, and miscellaneous legal forms under supervision.
- Scans and saves received mail documents to the appropriate client files and case-management system.
- Prepares outgoing mail according to established procedures and ensures timely delivery.
- Assists with initial client contact and may conduct a brief pre-screen when needed.
- Schedules appointments and assists with attorney scheduling as assigned.
- Files legal documents with the court and schedules court hearing dates, as assigned.
- Files and organizes materials in the law library, as needed.
- Compiles caseload statistics, maintains files and records, and operates office equipment.
- Assists and trains less experienced staff, as needed.
- Performs notary duties, if commissioned and as assigned.
- Performs other related duties as assigned.

Requirements

- English proficiency (written and verbal); **Spanish proficiency is a plus.**
- High school diploma or equivalent required.
- Punctual and attentive.
- Knowledge of legal case-management systems.
- Clerical skills, including typing 65 words per minute accurately.
- Strong customer service, communication, organization, and multitasking skills, with the ability to handle client and visitor interactions professionally and sensitively.
- Maintains client confidentiality and handles client information in accordance with applicable policies and procedures.
- Ability to relate to the client community served, with maturity and sensitivity when working with people experiencing poverty and other challenges.
- Previous secretarial or law office experience preferred.
- Licensed Notary, preferred but not required (costs to obtain covered by NLS if interested)

Benefits

- Salary DOE: \$35,000–\$55,000.
- Full-time schedule: 34 hours per week.
- Paid sick and vacation leave.
- 403(b) plan.
- Paid health insurance.

To Apply

Please send a cover letter and resume to careers@nevadalegalservices.org.

Equal Opportunity Statement

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 preference, 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 people with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application or interview process, or seeking more information about the program, may send a request to the email address provided.