



Now Hiring - Receptionist/Legal Assistant Cookeville

Salary: \$32,112 - 35,962 per year

The Receptionist/Legal Assistant performs clerical and secretarial duties to support the activities of case handlers, including dictation support, transcribing, drafting and typing legal documents and correspondence. This position is responsible for organizing and coordinating administrative duties and office procedures. This role creates and maintains a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety. Duties and responsibilities include, but are not limited to, greeting visitors, and providing general administrative support to our employees. This role will also screen and compile intake information for new client cases and enter data into computer database for opening of new cases on a daily basis. This position is funded in part by, and in collaboration with, one or more grants. Personnel must adhere to goals and outcomes detailed in the grant contract. This position is funded for the duration of the grant and subsequent renewal may result in modification of job duties and responsibilities.

Who We Are Looking For:

- Minimum High School diploma or GED.
- Prior experience working in a law office, court, social service agency, or other relevant setting.
- Effective oral and written communication skills, including client interviews and helping persons in crisis.
- Strong typing and computer skills.
- Compassionate advocate who works well in a team environment and is client focused.
- Must be a self-starter with an ability to multi-task and complete projects timely.
- Must adapt quickly to new technology and processes.
- Must be detail oriented and have great organizational skills.
- Proficiency in Spanish a plus.
- Welcoming demeanor and a great sense of humor.
- Professional with high emotional intelligence.

How to Apply

Email cover letter, resume, and three references (with email addresses and phone numbers) in PDF format to our Hiring Manager at hr@las.org. Subject line should read: re: Cookeville Receptionist/Legal Assistant Position.

Who We Are

Legal Aid Society's mission is to advance, defend, and enforce the legal rights of low income and vulnerable people in order to secure for them the basic necessities of life. Our staff includes national authorities in the fields of domestic violence, housing, consumer law, federal income taxation, health advocacy, nonprofit group representation, social security, and special education.

At Legal Aid Society, We...

- Demonstrate a commitment to the principles of equal justice and advocacy for low-income people.
- Treat clients, staff, and the public with dignity and respect.
- Celebrate diversity and are committed to creating an inclusive environment for all employees.
- Appreciate the experiences and needs of people of diverse economic, social, and cultural backgrounds.
- Demonstrate a personal sense of integrity.



Learn more about us at las.org

Clarksville · Columbia · Cookeville · Gallatin · Murfreesboro · Nashville · Oak Ridge · Tullahoma

Apply as soon as possible. Legal Aid Society of Middle Tennessee and the Cumberland provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.