



## LEGAL AID SOCIETY OF MIDDLE TENNESSEE AND THE CUMBERLANDS

### Now Hiring - Receptionist/Legal Assistant

**Salary: \$41,000-\$46,500 per year**

**Location: Cookeville, TN**

The Receptionist/Legal Assistant duties and responsibilities include, but are not limited to, greeting visitors, and providing general administrative support to staff. This role will also screen and compile intake information for new client cases and enter data into the computer database for opening of new cases and documentation of existing cases on a daily basis and perform clerical and secretarial duties to support. Other duties include supporting the activities of case handlers, including dictation, transcription, drafting, and typing legal documents and correspondence. This position is responsible for organizing and coordinating administrative duties and office procedures. The employee in this role must strive to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety. 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.

#### **Responsibilities include:**

- Make referrals to private attorneys or other agencies as appropriate.
- Promptly and accurately assist case handlers with client meetings, research, case management, filings, and other tasks.
- Run weekly case reports for case acceptance meetings and other reports.
- Troubleshoot facility and office operations issues.
- Maintain community education materials.
- Provide backup for other support staff, as needed.
- Process US mail, including pick up, delivery of incoming mail, and handling of outgoing mail.
- Provide general clerical support, such as legal typing, copying, filing, etc.

#### **Qualifications:**

- Minimum High School diploma or GED. Associate's degree or Paralegal certificate preferred.
- 2 years prior experience working in a law office, court, social service agency, or other relevant setting.
- Experience working with low income persons.
- Basic proficiency in Windows and Microsoft Outlook, Word and Excel software.
- Effective oral and written communication skills, including in client interviews and helping persons in crisis.
- Proficiency in the use of office equipment (copiers, scanners, facsimile, postage machine, etc.).
- Smart and coachable with a high degree of initiative and emotional intelligence.
- Fluency in written and spoken Spanish is a plus.

#### **Benefits**

Health, Dental, and Vision Insurance coverage first day of employment. Life Insurance, Healthcare Savings Account, Public Service Loan Forgiveness eligible, 401k plan, Vacation/Sick/Holiday Leave.

#### **How to Apply**

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

*LASMTTC is an equal opportunity employer and strongly encourages applications from people of color, people with disabilities, women, LBGTQIA+, and gender non-conforming applicants.*

#### **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, non-profit group representation, social security, and special education.

**Learn more about us at [las.org](http://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 Mountains provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.