

## **Full-Time Position: Bankruptcy Legal Assistant/Paralegal**

September 11, 2019  
*Position open until filled.*

The Legal Aid Society of Greater Cincinnati (Legal Aid) has an immediate need for a full-time Bankruptcy Legal Assistant/Paralegal (37.5 hours/week) for its downtown Cincinnati office.

Together with its affiliate, Legal Aid Society of Southwest Ohio, LLC, Legal Aid serves Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren Counties in Southwest Ohio. With two full-service offices (downtown Cincinnati and Hamilton, Ohio) and a staff of about 89 (including 40 attorneys and 16 paralegals), Legal Aid is Southwest Ohio's largest non-profit law firm. Our mission is to reduce poverty and ensure family stability through effective legal assistance. Our attorneys represent individual clients in civil legal matters, and partner with community organizations and client groups. Please visit our website for more information: [www.lascinti.org](http://www.lascinti.org).

### **POSITION DESCRIPTION AND QUALIFICATIONS**

We seek to hire a full-time legal assistant/paralegal. The legal assistant/paralegal will provide administrative assistant support to Legal Aid attorneys. This person will also work directly with bankruptcy attorneys and bankruptcy clients to obtain needed information for bankruptcy petitions and other bankruptcy forms. If you want to make a difference in our community through dedicated service to our most vulnerable neighbors, we want to hear from you. The following qualifications are required.

- Two or more years of relevant paralegal, secretarial, administrative assistant or office management experience.
- Comfortable interacting with Legal Aid Society's clients.
- Demonstrated ability to type accurately at 60 wpm.
- Ability to prepare and organize documents and files.
- Excellent communication skills.
- Ability to conduct client interviews and maintain communications with clients.
- Experience and aptitude with Microsoft Office Suite (Word, Outlook, Excel).
- Ability to work effectively in a fast-paced environment that is driven by project deadlines and client service.
- Organized, accurate, attentive to detail, and positive attitude towards learning.

This is a non-exempt position. Compensation will be based on the successful applicant's level of experience. The Legal Aid Society offers a pleasant work environment, and an excellent benefits package.

### **APPLICATION INSTRUCTIONS**

To apply, please send all of the following as Word attachments:

- a brief letter explaining your reasons for interest in this position,
- your resume, and
- the names and contact information for two work references.

*NOTE: Please put "Bankruptcy Legal Assistant Hiring Committee" in the subject line.*

Email your items to: [staffing@lascinti.org](mailto:staffing@lascinti.org)

The Legal Aid Society is an Equal Opportunity Employer.

All applications acknowledged.

Interviews will be arranged by Employer.

**PLEASE, DO NOT CALL.**