



Legal Assistant, Hamilton, OH

Open Until Filled

The Legal Aid Society of Greater Cincinnati and our affiliate Legal Aid Society of Southwest Ohio, LLC seek a Legal Assistant for our branch office in Hamilton, Ohio. Legal Aid has two offices with a staff of about 85 (including 37 attorneys and 14 paralegals) and serves low-income persons in seven southwest Ohio counties. The Legal Aid Society is Southwest Ohio's largest non-profit law firm dedicated to reducing poverty and ensuring family stability through effective legal assistance. Our attorneys represent clients in civil legal matters and work with community organizations and client groups.

Position Description

This position is expected to be full-time (37.5 hours per week), 8:30 AM – 5:00 PM, Monday through Friday, with one hour for lunch. Consideration may be given to a later start time and a work week between 30 and 37.5 hours per week.

Together with two other legal assistants, this position will provide secretarial support for a team of attorneys and guardians *ad litem*. Coverage of the reception desk and general office tasks are also duties of this position.

Salary and Benefits

The pay range for this position is between \$16.50 - \$20.50 per hour. Legal Aid offers an excellent and comprehensive benefits package.

Required Qualifications

- A minimum of three years of secretarial experience. Preference will be given to candidates with legal secretarial experience, especially in the area of family law.
- Excellent people skills
- Ability to be an effective team player and to work independently
- Ability to accurately type 60 words per minute
- Experienced with Microsoft Word, Excel, and Outlook
- Demonstrated ability as a fast learner who is organized, accurate, and attentive to detail

Application Process

Please submit:

1. Cover letter explaining the reasons for interest in the position;
2. Rate of pay requested;
3. Preferred daily start time;
4. Resume; and
5. Names and telephone numbers of two work references. Please do not submit reference letters.

Email listed items to the Hamilton Legal Assistant Hiring Committee at staffing@lascinti.org

No calls, please.

All applications will be acknowledged.

The Legal Aid Society is an Equal Opportunity Employer.