

LEGAL SECRETARY (Part-Time) - St. Cloud
JOB POSTING

Type: Part-Time (50% time)

Location: St. Cloud

BACKGROUND: Mid-Minnesota Legal Aid (Legal Aid) provides a full range of free civil legal services to low-income persons, elderly persons, and persons with disabilities. The St. Cloud office serves 15 counties in Central Minnesota. Legal Aid is supported by funding from the State of Minnesota, the federal government, local governments, the United Way, foundations, local law firms and corporations, etc. Legal Aid enjoys a good rapport with, and strong support from, the organized bar. Legal Aid does not receive funds from the Legal Services Corporation.

POSITION SUMMARY: This person will perform both administrative and secretarial duties as requested by the assigned attorneys. Secretarial duties will include generating documents utilizing word processing, spreadsheet, and database software; litigation software, organization, and maintenance of files and case calendars; and client communications. He or she will also provide back-up to others on the support staff team.

QUALIFICATIONS:

- Self-motivated and a team player
- Able to multi-task and prioritize projects and work under strict deadlines
- Strong written, verbal, and interpersonal communication skills
- Advanced knowledge of Word, Excel, Outlook. Proficient with Adobe Acrobat
- Able to learn new technologies, software systems, and processes as they deploy
- Attention to detail with advanced proofreading, formatting, and editing skills
- Ability to organize and maintain large volumes of electronic and paper files
- Occasional travel
- Legal Secretarial certificate or comparable experience
- Preferred: Type at least 65 wpm; second language ability

SALARY/BENEFITS: Hourly position: \$15.68 to \$16.46 per hour, depending on experience and Legal Aid's salary schedule. Benefits include partially paid family health insurance, pro-rated vacation, and sick leave.

APPLICATIONS: Resume and a letter explaining interest in the position should be submitted online at www.mylegalaid.org/employment. Applications preferred by October 8, 2018. Late applications will be considered until the position is filled. **No calls please.**

An Equal Opportunity/Affirmative Action Employer

Women, minorities, and persons with disabilities are encouraged to apply