

## RECEPTIONIST/SCREENER - St. Cloud

### JOB POSTING

**Type:** Full-Time (80% - 100% 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 receptionist and secretarial duties as requested by the assigned attorneys. The receptionist answers telephones and welcomes clients and others to Legal Aid. Duties include screening clients for income and problem eligibility for service, referral of clients to additional services, and other 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 calls and assignments
- Strong written, verbal, and interpersonal communication skills
- Knowledge of Word, Excel, Outlook
- Able to learn new technologies and utilize case management software
- Attention to detail in recording client information
- Occasional travel
- Strongly Preferred: Second language ability in Spanish or Somali

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

**APPLICATIONS:** Resume and a letter explaining interest in the position should be submitted online at [www.mylegalaid.org/employment](http://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*