

## **BI-LINGUAL LEGAL ASSISTANT FELLOW POSITION AVAILABLE Willimantic, Connecticut**

Connecticut Legal Services, Inc. (CLS) is hiring a full-time legal assistant (LA) fellow for its Willimantic, CT office. This one-year grant funded position (with the possibility of renewal) focuses on administrative support for CLS' exciting new Restraining Order Project. As time permits, the LA fellow also will provide support services for attorneys working in a variety of other substantive law areas. CLS seeks applicants who want to use their skills to improve the lives of low-income people.

A CLS legal assistant provides support to attorneys in a variety of ways, including:

- under the supervision of an attorney, assist with client matters such as interviews, client and witness communication, fact gathering, and keeping client files updated;
- assist with general office duties, such as word processing, filing, answering phones, greeting and interacting with visitors, and scheduling appointments and maintenance/service for office equipment and office physical plant;
- assist with community outreach/education events; and
- provide regular language interpretation and/or translation as needed.

### **REQUIRED QUALIFICATIONS:**

- Experience working in databases, including an aptitude for creating and pulling reports
- Spanish language fluency
- Excellent communication (verbal, reading, and writing), and interpersonal skills
- Detail-oriented, accurate, and organized
- Desire and ability to work in a fast-paced environment
- Ability to meet deadlines, prioritize and handle multiple tasks simultaneously
- Proficient in Excel, Word, PowerPoint, and Outlook and ability to learn case management databases (such as Legal Files)
- Valid driver's license preferred
- Bachelor's Degree preferred; related education and experience may be considered
- Desire to contribute to and maintain CLS' high standards for excellence

Applications from people with experience in or connections to low-income communities are especially welcome, though not required.

*Connecticut Legal Services is an equal opportunity employer and contractor. We proudly value diversity and encourage candidates of all backgrounds to apply.*

START: As soon as possible

COMPENSATION: Salary depends on experience; excellent vacation/leave, health, and other benefits. Position wage range: \$38,877-\$72,485/year.

APPLICATION: Applicants should send a cover letter, resume, and the names and contact information of three references to **applications@ctlegal.org**. CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Applications will be reviewed on a rolling basis and will be accepted until the position is filled. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and “**Willimantic Bilingual LA Fellow Application**” as the only contents in the subject line of your e-mail.

ORGANIZATION DESCRIPTION: CLS is Connecticut’s largest non-profit law firm, providing free legal help to low-income people in areas including housing, consumer, elder, family law, public benefits, education, immigration, employment, and disability. With a staff of almost 70 in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 12,000 people every year.

For more information about CLS, visit <http://ctlegal.org>.

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