

BI-LINGUAL LEGAL ASSISTANT POSITION AVAILABLE New London, Connecticut

Connecticut Legal Services, Inc. (CLS) is hiring a full-time bilingual legal assistant for its New London, CT office. Legal assistants provide support to attorneys as well as general support services for the office. CLS seeks applicants who want to use their skills to improve the lives of low-income people.

A 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:

- Excellent communication (writing and speaking) and interpersonal skills
- Spanish language fluency
- Strong organizational skills
- Proficiency in and/or ability to learn to use Microsoft Word, Outlook, and other basic computer programs and case management databases (such as Legal Files)
- Demonstrated ability to meet deadlines, to work with multiple attorneys, and to manage and complete multiple tasks simultaneously
- Commitment to CLS' mission

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

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.

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

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 “**New London Bilingual LA 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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