

## **LEGAL ASSISTANT POSITION AVAILABLE (Spanish fluency required)**

### **New Britain or Bridgeport**

Connecticut Legal Services, Inc. (CLS) is hiring a full-time Legal Assistant for its New Britain or Bridgeport 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 people who live at or below the federal poverty limit.

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

- Under the supervision of an attorney, assisting with client matters such as interviews, client and witness communication, fact gathering, and keeping client files updated;
- Assisting 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;
- Assisting with community outreach/education events; and
- Providing regular language interpretation and/or translation as needed.

### **REQUIRED QUALIFICATIONS:**

- Spanish language fluency
- Strong organizational skills
- Proficiency in and/or ability to learn 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
- Physical attendance in the office

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

### **START: ASAP**

**COMPENSATION:** Salary range \$47,000-\$87,198 per year, depending on experience. CLS provides excellent vacation/leave time, health, and other benefits. CLS provides training and support.

**APPLICATION:** Applicants should send a cover letter, resume, and the names and contact information of three references to [applications@ctlegal.org](mailto:applications@ctlegal.org). In your cover letter include how your background and/or experience contributes to a varied perspective and service practice.

In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and “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>