

LEGAL AID SOCIETY OF EVANSVILLE, INC.

Full-time Legal Secretary Position – COMOT V

Initiation Salary - \$32,486

Fast paced legal firm seeking candidate to perform the following tasks:

- Draft legal documents
- Type correspondence & memoranda
- Assist attorneys with filing of legal documents by reviewing documents for accuracy
- Assist attorneys with maintaining appointment calendar & diary card system
- Maintain department filing system
- Assist clients with completion of initial application for assistance
- Answer telephone and greet office visitors, as needed
- Performs related duties as assigned

Please visit the Vanderburgh County Commissioners' website or the Vanderburgh County Commissioners' Office, Room 305 in the Civic Center for an application.

Completed applications must be returned to Vanderburgh County Commissioners Office by noon on July 31, 2021.

Legal Aid is an equal opportunity employer, funded by the Vanderburgh County, City of Evansville, and the United Way of Southwestern Indiana.