



JOB ANNOUNCEMENT

Jeffrey A. Been
Executive Director

Meagen Peden Agnew
Development Director

Leslie G. Clemons
Managing Attorney
Volunteer Lawyer Program

Stefanie A. Coomes
Information Technology
Manager

Carolyn A. Dean
Controller

Patricia A. Kennedy
Director of Human
Resources and
Administration

Ronald Marstin
Managing Attorney
Urban Division

S. Stewart Pope
Advocacy Director

Robert Frederick
Smith
Managing Attorney
Rural Division

POSITION

1 Full-time (40 hpw) Paralegal
1 Part-time (20 hpw) Paralegal

EDUCATION, SKILLS, OR
EXPERIENCE:

Bachelor or Paralegal degree or comparable education (law school course work or law degree) and/or comparable work experience required. Second language skills a plus. Must be interested in and supportive of LAS's mission.

DESCRIPTION OF DUTIES:

Performing paralegal duties in any unit or department of LAS as may be determined by management. Job duties may include, but not be limited to: conducting initial client interviews; maintaining a caseload; generating case statistical reports; and assisting attorney in development of client's case. Applicants should have strong interviewing and client counseling skills and have a commitment to public interest work.

For more job description details see attached position description.

SALARY:

Based on experience.

POSTED:

July 23, 2008

LAST DATE TO APPLY:

August 1, 2008; position open until filled

SEND RESUME TO:

Director of Human Resources & Administration
Legal Aid Society
416 W. Muhammad Ali Blvd., Ste. 300



Louisville, KY 40202
hr@laslou.org

Legal Aid Society is an Equal Opportunity Employer.