



Rhode Island
LEGAL SERVICES

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**JOB POSTING
LEGAL ASSISTANT
PROVIDENCE OFFICE**

Rhode Island Legal Services, Inc., a statewide program with its principal office in Providence, seeks applicants for the position of Legal Assistant to work in the Safe Family Project.

Responsibilities:

Under the supervision of a Supervising and Project Director, you will conduct client interviews, handle on-call responsibilities, including screening appointments, referring clients, and obtaining pertinent information. Investigate and develop cases and projects assigned, by performing legal research, conducting interviews, and consulting appropriate agencies and other resources. Engage in advocacy for clients by negotiating on their behalf and representing them in appropriate administrative proceedings. Prepare drafts of letters, memos, motions, orders, pleadings, and other documents and materials relating to assigned cases or projects. Maintain accurate and complete case records and files. Provide, if possible, translation services for non-English speaking clients. Perform all other duties in accordance with Union Contract.

Qualifications:

Excellent typing and word processing skills, proficiency with Microsoft Word and Microsoft Office programs required. Applicant must be conscientious, organized and responsible, and able to work independently. Spanish speaking preferred. Must possess excellent oral and written communication skills with an ability to effectively communicate legal concepts.

Closing date: Open until filled.

Salary: Commensurate with relative experience in accordance with Union Contract. Excellent fringe benefits provided.

Send resume to:

Nicola Carrara, Executive Assistant
Rhode Island Legal Services, Inc.
56 Pine Street Suite 400
Providence, Rhode Island 02903

Rhode Island Legal Services, Inc. is an Equal Opportunity, Handicapped Accessible Employer. Women, minorities, the elderly, and persons with disabilities are encouraged to apply.

Date of Posting: October 13, 2017