



NOTICE OF POSITION OPENING

Legal Support Specialist

Snohomish County Legal Services, a volunteer attorney program serving low-income residents of Snohomish County, has an opening for a full time legal support specialist to perform a variety of duties including screening telephone calls/drop in clients for eligibility for program services and referral to community resources; assist with grant and budget reports and compilation of statistical data; assist in management of office systems; maintain computer data base and office files; coordinate family law advice clinic and other duties.

Applicants should have at least two years' experience in a law office and with working with the public, be able to work independently with minimum supervision, be proficient in the use of computers and with word-processing, spreadsheet, and database programs, and be committed to working with low-income clients and sensitive to their needs. **Applicants with bilingual ability strongly encouraged to apply.** Position is Monday through Friday and includes managing a legal advice clinic on Tuesday evenings for a total of 30-37.5 hours per week. Salary DOE.

Applicants should submit a resume, references, and cover letter to Snohomish County Legal Services by e-mail to dianew@snocolegal.org. For additional information, contact Diane Weyrick at 425-258-9283 ext. 22.

SNOHOMISH COUNTY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, ETHNICITY, SEX, RELIGION, AGE, DISABILITY, OR SEXUAL ORIENTATION.