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JOB POSTING  
LEGAL SECRETARY  
PROVIDENCE OFFICE

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

Responsibilities:

Interact with clients in person and via telephone, email and other media. Schedule appointments, provide translation services, maintain client files and proofread/edit written work. Assist legal staff in the preparation of legal documents, correspondence and memos. Input data into case management and timekeeping system. Assist the receptionist with front desk coverage. Prepare statistical reports. 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.

Date Posted: February 6, 2023

Closing date: April 1, 2023

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

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