



LEGAL ASSISTANT

LEGAL SERVICES FOR VETERANS PROJECT

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 Legal Services for Veterans Project.

Responsibilities: Under the supervision of Supervising and Managing Attorneys, 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: Proficiency with Microsoft Office programs required. Applicants must be conscientious, organized, 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. Veterans are encouraged to apply.

Closing date: Open until filled.

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

Send resume to:

Nicola Carrara, Manager
Human Resources and Program Support
Rhode Island Legal Services, Inc.
56 Pine Street Suite 400
Providence, Rhode Island 02903

RHODE ISLAND LEGAL SERVICES, INC. will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, age, marital status, national origin, citizenship status, ancestry, sex, gender identity or expression, sexual orientation, genetic information, intellectual disability, learning disability, mental disability or physical disability including, but not limited to, blindness, (unless such disability, even with reasonable accommodation, prevents the applicant from being able to perform the work involved), or in any manner prohibited by the laws of the United States or of the State of Rhode Island. Further, RHODE ISLAND LEGAL SERVICES, INC. will not retaliate against or condone retaliation against any person or group of persons who oppose actions, treatment or conduct that they believe to be discriminatory.

Date of posting: July 8, 2024