



Founded 1965

CENTER FOR ARKANSAS LEGAL SERVICES

JOB ANNOUNCEMENT

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LEGAL SECRETARY

(Position available in Little Rock)

The Center for Arkansas Legal Services (CALs) is seeking a legal secretary for its Little Rock office. Duties include answering the telephone; screening clients; typing correspondence and legal documents; preparing computerized reports; processing incoming and outgoing mail; handling client trust and petty cash accounts; and other duties as assigned. A successful candidate will pay keen attention to detail and have expert technology skills to deliver top quality work. Must be able to work at a fast pace on a large volume of documents and prioritize work independently.

Qualifications include good verbal, writing and telephone skills, the ability to type 55 wpm, transcription, two years as a legal secretary, and a thorough knowledge of MS Office applications including Word, PowerPoint, Excel, Outlook and case management software. Must have a desire to work with low-income clients. Ability to speak Spanish is a plus.

Competitive salary based on qualifications and experience. Benefits include health and dental insurance, 403(b) and cafeteria plan. Applicants must submit a completed CALs application, resume, cover letter, and three job references to jobs@arkansaslegalservices.org or the Center for Arkansas Legal Services, 1300 W. 6th St., Little Rock, AR 72201 501-376-3423, 800-950-5817. Job application is available upon request at jobs@arkansaslegalservices.org. Positions are open until filled.

The Center for Arkansas Legal Services is a nonprofit organization, which provides free legal assistance to low-income and elderly individuals in 44 Arkansas counties with offices in Little Rock, El Dorado, Fort Smith, Hot Springs, Pine Bluff and Russellville.

CALS is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or veteran status.

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