

## **JOB TITLE: Receptionist/Intake Specialist**

### **GENERAL STATEMENT OF DUTIES**

Performs various functions to support the efforts of the office to serve clients. Job duties include handling phone calls, producing written work under the supervision of attorneys, performing various fiscal duties, performing other tasks on a client's case permissible for non-attorneys working under the supervision of an attorney, and determining the actions needed when a new case is presented. Some staff members represent clients before administrative bodies.

### **MAJOR DUTIES:**

- Performs functions of intake and reception as required, including but not limited to the following:
  - a. Answer the phone, greet visitors, handle incoming and outgoing mail, distribute mail and interoffice mail, open and close files, etc.
  - b. Input the application on the computer for legal assistance. Work to make sure computer records are accurate.
  - c. Interview applicants who are geographically eligible to casetype and financial eligibility.
  - d. Determine the emergency nature of each case according to guidelines in the litigation manual.
- Keep a duty schedule for intake attorneys.
- Maintains open client files.
- Receives and screens all incoming calls to the office.
- Maintains client confidentiality.
- Maintains client files. Retrieves files and applications.
- Performs any other duties deemed necessary to accomplish the goals of SLLS, as directed.

### **MINIMUM QUALIFICATIONS:**

High School graduate.  
Excellent communications skills.  
Ability to communicate with general public  
Professional, friendly, courteous and sincerely interested in the client community.  
Experience with computer word processing  
Familiarity with use of office machines.  
Law office experience preferred.

### **SALARY RANGE:**

**\$25,200 - \$35,600**

### **MAXIMUM STARTING SALARY \$29,200**

If interested, email resume and references to Sabrina Whatley, Swhatley@slls.org