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Director Emeritus

LEGAL SECRETARY

Appalachian Research and Defense Fund of Kentucky, Inc. (AppalReD), a nonprofit law firm, is recruiting for a Legal Secretary in its **Somerset Office** located at 108 College Street, Somerset, KY. This is a full-time position.

Purpose of Job: Provide support services to all case handlers.

Work Environment: Work is performed in the office setting.

Essential Job Functions of a Legal Secretary

1. Word process, transcribe, draft, revise, compose and/or complete, proofread, print and copy written or dictated documents including, but not limited to, legal documents, correspondence, forms, manuals, depositions, and memoranda.
2. Assemble documents.
3. Data entry of daily advocate time, matter service records, and case closing data. Must become knowledgeable and utilize case management software.
4. Assemble folders, organize and maintain files.
5. Complete and/or assist with small and large mailings, including printing, folding, stuffing envelopes, labeling and sorting.
6. Prepare grant reports.
7. Prepare and e-file bankruptcies
8. Filing.
9. Copying.
10. Notarize documents as needed.

11. Must be able to operate, troubleshoot, maintain and provide training for printers, copiers, shredding, facsimile, transcription and postage machines.
12. Attend trainings, staff and support staff meetings.
13. Perform receptionist duties, including answering the telephone and greeting people who enter the office, as needed.
14. Complete intakes for service as needed.
15. Other duties as assigned.

Qualifications:

Prior legal secretary experience preferred. Must have skills to use office technology, including Microsoft Word, Outlook and client database programs. Must type 60 w.p.m.

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, controls or equipment; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Other:

The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.

Salary: \$10.26 hr./DOE plus benefits

Submission Deadline: February 28, 2019

Send resume, cover letter, and three references to Lorie Elam, Director of Administration, AppalReD Legal Aid, 120 N. Front Ave., Prestonsburg, KY 41653 or lorief@ardfky.org.

AppalReD is an Equal Opportunity Employer



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