



## **MONTANA LEGAL SERVICES ASSOCIATION**

**Position Title:** Intake/Office Assistant

**Location:** Helena, Montana

The Montana Legal Services Association seeks a dependable and motivated individual to provide general administrative and organizational support for MLSA's intake system. Specific duties include assistance entering data into a case management system, scheduling appointments, sending correspondence, scanning documents, filing and record-keeping, organizing, assisting with walk-in clients, and other duties as assigned. This is an 18-hour per week position located in MLSA's Helena office. The schedule is flexible within normal business hours (Mon-Fri, 8-5) and will be determined at the time of hiring.

### **Requirements:**

- Minimum of two years post-secondary education preferred
- Minimum of two years administrative work experience preferred
- Excellent organizational skills, with a proven ability to prioritize and manage tasks
- Ability to work both independently and as part of a team
- Good judgment and analytical skills
- Capacity to learn and adapt to change
- Demonstrates dependability and initiative
- Demonstrates concern for the interests of MLSA's clients
- Ability to juggle multiple tasks
- Proficient at computer word processing and use of spreadsheet software
- Willingness to learn and further develop administrative and technology skills and abilities

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

**Salary:** \$16.83 per hour

**To Apply:** Send a letter of interest, resume, and the names of three references by email to [hiring@mtlsa.org](mailto: hiring@mtlsa.org).

**Submission Deadline** Screening of applicants will begin immediately. The priority deadline for applications is October 8, 2020, and the position will remain open until filled.

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[https://Montanalegal.Sharepoint.Com/Sites/Shared Files/Shared Documents/Documents/Administrative/Personnel/Job Postings/All 2020/Intake Office Asst/Intake Office Asst 20-09-18.Docx](https://Montanalegal.Sharepoint.Com/Sites/Shared%20Files/Shared%20Documents/Documents/Administrative/Personnel/Job%20Postings/All%202020/Intake%20Office%20Asst/Intake%20Office%20Asst%2020-09-18.Docx)