



South Carolina Legal Services

Balancing the Scales of Justice

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www.scllegal.org | www.lawhelp.org/sc | www.probono.net/sc

Position Announcement

Position Information

Position Title	Intake Screener
Location	SCLS' Legal Aid Telephone Intake Service (LATIS)
Job Type	Regular – Full-time
Job Summary	<p>SCLS seeks an <i>Intake Screener</i>. Performs telephone intake and other assignments under the supervision and guidance of the managing attorney. The <i>Intake Screener</i> conducts telephone intake, prescreens applicants for eligibility, conducts investigation of limited scope to obtain case facts, conduct legal research, refer clients to non-legal available resources and perform other administrative work as required.</p> <p>The <i>Intake Screener</i> may be required to participate in outreach activities. The position may also require some evening and/or weekend work as well as statewide travel.</p> <p><i>A more detailed job description is available upon request.</i></p>
Minimum Qualifications	<ul style="list-style-type: none"> ▪ A high school diploma or G.E.D. equivalent ▪ Prefer an Associate or Bachelor Degree from an accredited two or four year college or University ▪ A minimum of 1-2 years experience working in a call center environment ▪ Proficient with Windows and Microsoft Office Professional 2013 ▪ Must have excellent oral, written and presentation communication skills ▪ Proficient in Spanish strongly preferred, but not required
Job Open Date	Immediately
Job Close Date	November 15, 2017

Applicants interested in applying for this position may submit a Resume and three references with cover letter to:
 South Carolina Legal Services, Attn: Human Resources – Intake Screener
 PO Box 1445, Columbia, SC 29202 or by fax to 803-799-9420.

EOE M/F/D/V

