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[www.sclgal.org](http://www.sclgal.org) | [www.lawhelp.org/sc](http://www.lawhelp.org/sc) | [www.probono.net/sc](http://www.probono.net/sc)

## Position Announcement

<b>Position Title</b>	<b>Legal Assistant</b>
<b>Location</b>	<b>Rock Hill Office</b>
<b>Job Type</b>	<b>Full-time</b>
<b>Job Summary</b>	<p>SCLS seeks a <b><i>full-time legal assistant</i></b> for its Rock Hill office. Under the general supervision within SCLS, this position assists legal staff in carrying out their legal responsibilities by providing legal secretarial and paralegal support services of limited to moderate diversity and scope.</p> <p>This position may require participation in outreach activities statewide.</p> <p style="text-align: center;"><i>A more detailed job description is available upon request.</i></p>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• 2 to 3 years of secretarial experience; preferably in a legal setting, or closely related experience; or</li> <li>• Graduation from high school or G.E.D. equivalency and 2 years of qualifying experience; or</li> <li>• Satisfactory completion of post-high school course work from an accredited program of secretarial, business, or a closely related curriculum</li> <li>• Excellent typing, filing and other clerical skills</li> <li>• Proficient with Windows and Microsoft Office Professional 2013, and Adobe</li> <li>• Strong oral and written communication skills and interpersonal skills</li> <li>• Knowledge of legal principles, legal research methods, legal terminology, court system and legal procedures helpful</li> <li>• Excellent organizational skills and detail oriented</li> </ul> <p style="text-align: center;"><i>Position requires ability to type accurately at prescribed standards. A typing performance test may be required.</i></p>
<b>Job Open Date</b>	Immediately
<b>Job Close Date</b>	February 26, 2018

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 – Rock Hill Legal Assistant, PO Box 1445, Columbia, SC 29202 or by fax to 803-799-9420.

EOE M/F/D/V

