



Liberty House Job Announcement

Legal Assistant

Part-time - 20 hours

Starting at \$15.00 to \$18.00 per hour

Excellent benefits package

About Liberty House

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Executive/Legal Assistant

The Legal Assistant is responsible for assisting the Paralegal with handling requests for patient/client information/records and subpoenas for staff testimony.

Primary Duties

- Promptly and accurately assist with responding to, and processing, inquiries and requests for patient/client/child abuse investigation records.
- Assist with reviewing and processing subpoenas for staff to provide witness testimony.
- Interact directly with, and provide information to, attorneys, court personnel, multidisciplinary team partners and private individuals through a variety of means.
- Maintain records and files.
- Update Liberty House policies and procedures as needed.
- Properly provide records to authorized, and verified, individuals for onsite pickups.

Requirements

- High school diploma or GED is required. College degree preferred. Experience in the legal field, specifically with criminal, juvenile, and/or family law proceedings and procedures.
- Proficient computer skills using standard Microsoft applications, e.g., Word, Excel, Outlook.
- Able and willing to work as a team member with Liberty House and its partner agencies.
- Must be able to pass a criminal background, DHS Child Welfare Registry and sex offender registry check prior to employment.
- Interest in Liberty House mission.

To Apply:

Please email a cover letter, application, and resume to: HR@libertyhousecenter.org
Attn. Shirlee Sitton.

Open until filled. Priority reviews begin March 12, 2019

Liberty House is an Equal Opportunity Employer.