



Position Announcement
Legal Assistant

The Nevada affiliate of the American Civil Liberties Union (ACLU-NV) seeks a short-term, half-time legal assistant for its Las Vegas office.

The ACLU-NV is Nevada's largest and most active organization devoted to the protection and advancement of civil rights and civil liberties and one of the state's most effective public interest nonprofits. The organization works on a broad range of civil rights and civil liberties issues, including but not limited to free speech, election protection, drug law reform, Second Amendment issues, prisoners' rights, immigrant rights, the rights of the homeless, police accountability, criminal justice reform, and LGBT rights. To learn more about the work of the ACLU-NV and the civil liberties principles we uphold, please visit www.aclunv.org.

Job Duties

Primary Tasks:

- Help organize and maintain legal files
- Assist with compiling legal documents for major filings.
- Delivering documents to court or other locations
- Time entry for legal staff's work on cases
- Organizing document binders for legal volunteers

Assistant will also be expected to assist with tasks such as:

- Check & sort mail
- Assist with meeting scheduling as needed
- Copying/Faxing/Scanning
- Assist with general maintenance of office environment
- Track legal department supplies and maintain order list

Qualifications

- Flexible, team-oriented approach
- Strong organizational skills
- Legal office experience preferred
- Computer skills: MS Office, Adobe

Compensation

20 hours/week, hourly rate of pay based on experience. Position is short-term.

To Apply

Submit a letter of interest, resume, and contact information for two references to aclunv@aclunv.org. Applications will be accepted until the position is filled.