



# NEIGHBORHOOD LEGAL SERVICES, INC.

## EQUAL JUSTICE FOR ALL

Main-Seneca Building ▪ 237 Main Street ▪ Suite 400 ▪ Buffalo, New York 14203-2794  
TEL. (716) 847-0650 ▪ FAX (716) 847-0227 ▪ TDD (716) 847-1322 ▪ www.nls.org

### NLS Job Openings

**SECRETARY** Neighborhood Legal Services, Inc. seeks to hire a full-time secretary in the public benefits unit at its Buffalo office. The successful candidate will be responsible for general secretarial support including answering the telephone and assisting receptionist when needed typing, filing, copying, assisting a team of 10 attorneys and paralegals, and coordinating unit-wide projects. Candidate will also be responsible for telephone screening of clients for New York State of Health navigation services. Knowledge of Microsoft, Excel and Publisher are a plus. Bi-lingual candidates are strongly encouraged to apply.

Qualifications: NLS is seeking to hire a team player with an ability to accurately type 60 words per minute, strong organizational skills, and an interest in serving clients of the legal services program.

**PARALEGAL** Neighborhood Legal Services, Inc. seeks an analytical and self-directed individual for a paralegal position in the area of public benefits law. The paralegal will be required to learn extensive regulatory material which govern the Public Assistance, SNAP and Medicaid programs. Paralegal duties include screening, intake, and the provision of legal advice and counsel under the supervision of an attorney. The paralegal will be co-located at Neighborhood Legal Services' Buffalo and Niagara Falls offices

Qualifications: paralegal training and/or college degree preferred along with a demonstrated commitment to the goals and clients of the legal services program. Bi-lingual candidates are strongly encouraged to apply.

***NLS is committed to building a culturally diverse team; minorities, veterans, women, persons with disabilities, and gay, lesbian, and transgender jobseekers all are welcome and encouraged to apply. Please send resume and references to (no phone calls please): Sandra Fudala, Office Manager, Neighborhood Legal Services, Inc., 237 Main Street, Suite 400, Buffalo, New York 14203, sfudala@nls.org***