



# Legal Services of Northern Virginia

## JOIN OUR TEAM

### OFFICE MANAGER/INTAKE PARALEGAL

Legal Services of Northern Virginia (LSNV) is currently seeking a full-time Office Manager/Intake Paralegal to join our dedicated team.

The Office Manager/Intake Paralegal will focus on the duties of an intake paralegal, while taking on the responsibility of general office oversight and serving as a resource for the intake team. This is a hybrid position which is based in our Fredericksburg office.

#### Essential Functions

- Maintains intake calendar for office attorneys.
- Builds and maintains positive working relationships with staff, clients and outside vendors, and serves as point of contact for the office.
- Responds to attorney administrative inquiries.
- Manages client file processing.
- Manages mail processing, as needed, to include maintenance of postage meter.
- Maintains appearance of front office area, LSNV conference rooms, copy areas and kitchen.
- Maintains office supply inventory and places supply orders, as necessary.
- Answers phone calls on LSNV's main intake line, processes applications, and determines applicant eligibility for LSNV services.
- Performs other duties as assigned.

#### Qualifications

- Excellent customer service skills.
- Ability to maintain client and staff confidentiality.
- Ability to multi-task, with excellent organizational and communication skills.
- Bilingual ability, preferred.
- Legal aid or non-profit experience, preferred.
- Associates degree or higher from an accredited college or university, strongly preferred.

#### Compensation

Starting salary commensurate with qualifications and experience, based on legal aid pay scale (\$42,000-\$47,000 per year).

#### BENEFITS

We are proud to foster a supportive work environment where you can grow both personally and professionally.

Enjoy a comprehensive benefits package that includes premium healthcare insurance, a retirement plan with company contribution, generous leave options (including paid parental leave), a flexible hybrid work model, student loan repayment assistance for attorneys, and more!

#### HOW TO APPLY

Are you ready to make a meaningful impact?

To join our team, please email your cover letter and resume, detailing your interest in the position, to Crystal Luu-Murdock, Human Resources Manager, at [hrlsnv@lsnv.org](mailto:hrlsnv@lsnv.org).

Explore other career opportunities with us online at [www.lsnv.org/careers](http://www.lsnv.org/careers).

LSNV is committed to creating a safe, welcoming, and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race (including traits historically associated with race such as hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth or related medical conditions and lactation), age (40 and older), marital status, disability, and military status.