

JOB ANNOUNCEMENT
DATA ENTRY/FILE CLERK/OFFICE ASSISTANT

Neighborhood Legal Services, Inc. seeks to hire a full-time Data Entry File Clerk for its Buffalo location. The file clerk will be responsible for: data entry; record keeping; filing; copying; answering telephones; reception duties; running errands and making deliveries; stocking office supplies; and other duties as assigned by office administration staff. This position requires occasional heavy lifting. Qualifications: knowledge of general office procedures; demonstrated reliability and dependability; ability to receive and follow through on verbal and written instructions; ability to type 40 words per minute; strong organizational skills; and interest in serving clients of the legal services program. Spanish speaking preferred. Salary: \$21,897 per year and up depending upon experience. Excellent benefits. Neighborhood Legal Services is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. 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

JOB ANNOUNCEMENT
SECRETARY

Neighborhood Legal Services, Inc. seeks to hire a full-time secretary in its Niagara Falls office. The secretary will be responsible for: typing of various documents; filing; copying; handling requests by the public for services; preparing, maintaining and submitting office reports and records; answering telephones; greeting clients; assisting attorneys and paralegals; and performing such other general office duties as may be requested. Qualifications: ability to accurately type at least 60 words per minute; strong organizational skills; and interest in serving clients of the legal services program. Spanish speaking preferred. Salary: \$24,420 per year and up depending upon experience. Excellent benefits. Neighborhood Legal Services is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. 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.

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