



<b>Job Title:</b>	Legal Assistant	<b>Reports to:</b>	ICDP Attorney and NBN Executive Director
<b>Compensation:</b>	\$12.00- \$15.00 hr.	<b>Standard Hours:</b>	Normal office hours are 8:30 am – 5:00 pm
<b>Location:</b>	Muskogee NRC	<b>Travel Required:</b>	Less than 10%
<b>Supervises:</b>	N/A	<b>Position Type:</b>	Part-time 20 hours

**Applications Accepted until position is filled  
Position to start March 5, 2018 or sooner**

**E-mail:**  
klynch@nbn-nrc.org  
**Subject Line:**  
**Attention:** Kim Lynch

**Mail:**  
Kim Lynch  
Neighbors Building Neighborhoods/Nonprofit Resource Center  
207 N. 2nd Street  
Muskogee, OK 74401

**Job Description:**

**Job Purpose:**

Under the general supervision of the ICDP (Indigent Criminal Defense Program) Attorney performs complex clerical, administrative and legal assignments. Performs with minimal direction subject to review.

**Essential Tasks:**

- Prepare reports and documentation related to the operation of the ICDP Attorney connected with a wide-variety of legal proceedings File and maintain records.
- Types and helps compose legal documents and forms
- Performs other administrative tasks including maintaining work schedule and appointment calendar for the ICDP Attorney
- Keep track of legal deadlines
- Maintain a computerized filing system
- Prepare correspondence, memoranda, reports and other material
- Receives and screens telephone calls
- Interview clients and potential clients
- Client confidentiality is paramount. There is no tolerance.
- Other duties as assigned.

**Neighbors Building Neighborhoods**  
*Promoting positive change*

*Neighbors Building Neighborhoods is an equal opportunity employer and provider.*  
207 North 2nd St., Muskogee, OK 74401 | 918.683.4600 (o) 918.683.3355 (f) TDD/TTY 711 |  
[www.nbn-nrc.org](http://www.nbn-nrc.org)

**Required Education, Skills & Proficiencies:**

- Ability to work well with others.
- Ability to speak clearly and communicate effectively both verbally and in writings.
- Work experience as a secretary in an administrator position
- Preference will be given to legal office experience
- Skilled in word processing, spread sheet and data base applications on the PC: Word Perfect, MS Word, Excel, PowerPoint
- Exceptional organization skills

**Physical Requirements:**

- Must be able to lift up to 10 pounds.
- Sit or stand for long periods of time.
- Must be able to pull, push, reach, engage in repetitive motions, grasp, and speak.

**Classification:** Part time employee

One year grant funding from Oklahoma Bar Foundation with potential for additional year through other funding base.

NBN is a smoke-free/drug-free/weapon-free environment.

Neighbors Building Neighborhoods does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. NBN is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.