



## Employment Opportunity Nishnawbe-Aski Legal Services Corporation

### **LAO Assistant** Thunder Bay, Ontario Up to One Year Maternity Contract

The Nishnawbe-Aski Legal Services Corporation provides legal, paralegal, and law-related services, public legal education, research, and law reform services to the members of the First Nations of Nishnawbe-Aski Nation (NAN). The Corporation also functions as an Area Office of Legal Aid Ontario (LAO).

The Nishnawbe-Aski Legal Services Corporation is presently recruiting 1 Up to One Year Maternity Contract for Thunder Bay, Ontario.

#### **Main Duties:**

- Answering a high volume of telephone calls and providing information to clients and lawyers on the phone and/or in person regarding legal aid processes and/or the status of their file and processing the mail.
- Opening mail and matching the correspondence with existing client files
- Monitoring the status of outstanding legal aid applications and providing updates to the Community Legal Workers.
- Opening files for new applications and closing certificate files for storage.
- Entering into the PeopleSoft system the legal aid applications
- Taking walk-in and video applications

#### **Required Skills and Experiences:**

- Experience in an office environment and proven ability to deal effectively with clients on the phone and in-person
- Sound organizational skills to ensure the accuracy of information and to maintain control of a variety of administrative tasks
- Beginner to intermediate level skill in Microsoft Word
- Basic mathematical skills for calculating payment agreements and collection of payments from clients.
- Accurate typing skills
- Ability to speak Ojibway, Oji-Cree or Cree fluently an asset
- The ability to work with minimal supervision.

**Location:** Thunder Bay, Ontario  
**Salary:** Salary to commensurate with experience

**Closing Date:** Friday, April 21<sup>th</sup>, 2017 @ 5:00 P.M. EST

Please submit your resume and cover letter including 3 references to:

Mary Bird, Area Director  
Nishnawbe-Aski Legal Services Corporation  
86 Cumberland Street S.  
Thunder Bay, ON, P7B 2V3  
Fax: 1-807-622-3024 Email: [hr@nanlegal.on.ca](mailto:hr@nanlegal.on.ca)

**Please note that only candidates selected for an interview will be contacted.**