



**Legal
Services
Society**

Providing legal aid
in British Columbia
since 1979

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www.lss.bc.ca

Intake Legal Assistant (Casual)

Salary: \$23.98 - \$27.38

The Opportunity

This is a casual “on call” position and will not have an on-going schedule of hours. The position is required to assist when there is a high volume or backlog of work and for vacation/sick coverage.

Who We Are

The Legal Services Society provides legal aid to people with low incomes in BC. As a non-profit organization, our goal is to provide legal information, advice, and representation services to some of BC’s most vulnerable and marginalized citizens: those who do not have the financial, educational, social or health resources to effectively access the justice system when their families, freedom, or safety are at risk.

Responsibilities

As an Intake Legal Assistant, your duties will include:

- To provide front-line contact and intake services to the public.
- To provide legal information, verified legal advice, assess eligibility for legal aid.
- To provide legal secretarial and administrative support to staff lawyer(s) and paralegal(s).

This will include performing intake services through the Call Centre, at Main Street Court house and lock-up, Robson Square Provincial Court, Youth Court lock-up, Downtown Community Centre and other offsite locations.

The Ideal Candidate

You have post-secondary education in Law, Criminology, Social Work, and/or Legal Assistant Certificate supplemented by a minimum of two (2) years relevant experience in a legal environment. You have a strong desire to assist disadvantaged clients, including those experiencing family violence or addiction issues, those with low income, those with mental disabilities, or those whose first language is not English. You strive to exceed expectations and are a team player.

We Offer

In return for your hard work and experience, you will be rewarded with a competitive annual salary based on your skills and experience, as well as a comprehensive benefits package, including:

- Four weeks paid vacation to start that grows the longer you’re with LSS
- An excellent employee benefits package, where premiums are 100% paid by LSS
- A generous pension plan
- Support for training and development
- An Employee and Family Assistance program
- \$300 a year towards Employee Wellness programs
- A healthy work/life balance
- Social events where employees are given the opportunity to have fun, relax and network with each other
- Generous leave provisions (sick time, special leaves)
- 13 paid statutory holidays

If you are interested in joining us – visit our careers page for the full job posting at www.lss.bc.ca and apply now!

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted.

The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.