

Receptionist– Mount Vernon, NY Legal Services of the Hudson Valley

[Http://www.lshv.org](http://www.lshv.org)

Job Type: Receptionist

Schedule Type: Full-Time

About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled over 12,000 cases impacting nearly 27,500 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is dedicated to building a highly skilled workforce that reflects the diverse communities we serve and where everyone feels empowered to bring their authentic selves to work. We are committed to racial justice and promoting equity for all, and we continuously review and strengthen our processes and practices to empower our staff, clients and the communities we serve. Respect is a cornerstone of relationships among our staff. Our affinity groups are self-directed and provide a space for members to support one another and their shared vision. We encourage applications from people of all identities.

Position Description

Legal Services of the Hudson Valley (LSHV) has an immediate opening in our Mount Vernon office for a full-time Receptionist. Under the supervision of the Attorney-in-Charge, this person will be responsible primarily for administrative tasks involving the receiving of callers in person and by telephone for the office in which they are located and directing them appropriately.

Responsibilities

- Receive and direct callers to their destination in person at the office and by telephone;
- Provide non-legal information and referrals to callers;
- Process incoming and outgoing mail;
- Maintain awareness of staff attendance and whereabouts;
- Conduct Initial client intakes;
- Data input and light typing, photocopying and faxing;
- Perform translation and interpretation;
- Create file folders.

Qualifications

- High School Diploma or equivalent;
- Excellent interpersonal skills;
- Strong oral communications skills;
- Ability to multi-task;
- Calm demeanor;
- Initiative and problem-solving ability;
- Bi-lingual English/Spanish

Preferred

- Associates degree.
- Demonstrated commitment to serving low-income persons with prior experience in legal services or similar program.

Salary: DOE, union scale, \$41,674 to \$64,465. This is a fully in-office position.

Please apply for this position at our Career Center by following this link, and include a resume and cover letter:

[In Office Receptionist - Mount Vernon, NY - Legal Services of the Hudson Valley](#)

Legal Services of the Hudson Valley is a proud, equal opportunity employer. People of all races, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply.