



**Job Opportunity Announcement**  
**Staff Attorney**  
**Waukegan, IL**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc. is seeking a Staff Attorney to join our team in the Waukegan office. Staff attorneys at PSLS provide a wide range of legal services to some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. Prairie State is the only legal aid organization in the majority of our area and we pride ourselves on providing high quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

**Responsibilities**

Among other duties as assigned, the Staff Attorney will:

- Provide legal services to low-income individuals covering a wide range of legal issues, including housing, family, public benefits, consumer, health, education, and other areas
- Interview applicants for legal services and assess their legal issues with a focus on those issues that have an immediate impact on their basic human needs
- Provide legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution, and representation of clients in administrative and judicial proceedings
- Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population
- Conduct outreach events with client communities, including client education and intake events at community partner locations
- Provide accurate and complete information for grant reporting to grant funders including documenting services in the case record
- Actively participate in an internal task force related to one or more areas of our practice
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

**Salary and Benefits**

The Staff Attorney position is a full-time position at 37.5 hours per week. PSLS offers a salary that is competitive with similar organizations. The salary range for the Staff Attorney position is \$70,000 - \$90,231 annually and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

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| • Health insurance, including the opportunity to qualify for a wellness credit | • PTO that starts at 3 weeks/year and increases with additional years worked at PSLS |
| • Dental insurance   | • Paid sick leave  |
| • Vision insurance   | • 6 weeks of paid parental leave after one year of employment                        |
| • 403b Retirement Plan including employer contributions                        | • 12 Paid holidays   |
| • Extensive training and education program                                     |  |
| • Flex scheduling and partial remote work available                            |  |

## **Qualifications**

- Candidates currently admitted to the practice of law in the State of Illinois or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates that will be sitting for the next bar exam.
- Experience in trial advocacy and negotiation preferred
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- Spanish language proficiency is preferred, but not required
- Some travel is required; applicant must have a valid driver's license and/or reliable transportation
- We will give preference to candidates who have experience providing services to low-income individuals

## **Application Details – Resumes accepted until position is filled**

Please indicate “Staff Attorney - Waukegan” in the subject line and email a letter explaining your interest and experience, your resume, three professional references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

PSLS is an equal opportunity employer that strives to create a diverse and inclusive working environment. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, color, national origin or citizenship, ancestry, religion, sex, disability, familial status, marital status, sexual orientation, gender identity, age, pregnancy, military status or unfavorable discharge from military service, or other characteristics protected by law.

## **The Organization**

PSLS is a nonprofit civil legal aid organization that has served northern and central Illinois for 45 years, maintains 11 office locations, and has a staff of over 200, including training and litigation staff with extensive experience. Our 36-county service area includes rural communities, suburban areas, and mid-size urban cities, which necessitates the development of diverse strategies, and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff, along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at <https://pslegal.org>.



## **Job Opportunity Announcement**

### **Staff Attorney – Moline, IL**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc. is seeking a Staff Attorney to join our team in the Moline office. Staff attorneys at PSLS provide a wide range of legal services to some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. Prairie State is the only legal aid organization in the majority of our area, and we pride ourselves on providing high-quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

#### **Responsibilities**

Among other duties as assigned, the Staff Attorney will:

- Provide legal services to low-income individuals covering a wide range of legal issues, including housing, family, public benefits, consumer, health, education, and other areas
- Interview applicants for legal services and assess their legal issues with a focus on those issues that have an immediate impact on their basic human needs
- Provide legal services including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution, and representation of clients in administrative and judicial proceedings
- Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population
- Conduct outreach events with client communities, including client education and intake events at community partner locations
- Provide accurate and complete information for grant reporting to grant funders, including documenting services in the case record
- Actively participate in an internal task force related to one or more areas of our practice
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

#### **Salary and Benefits**

The Staff Attorney position is a full-time position at 37.5 hours per week. PSLS offers a salary that is competitive with similar organizations. Our Staff Attorney salary starts at \$70,000 per year for newly licensed attorneys and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

- Health insurance, including the opportunity to qualify for a wellness credit
- Dental Insurance
- Vision Insurance
- 403b Retirement Plan, including employer contributions
- Extensive training and education program
- Flex scheduling and partial remote work available
- PTO that starts at 3 weeks/year and increases with additional years worked at PSLS
- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- 12 Paid holidays

#### **Qualifications**

- Candidates currently admitted to the practice of law in the State of Illinois or admitted in another state and eligible for

reciprocity in Illinois are preferred. Consideration will be given to law graduates that will be sitting for the next bar exam.

- Experience in trial advocacy and negotiation preferred
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- Spanish language proficiency is preferred but not required
- Some travel is required; applicant must have a valid driver's license and/or reliable transportation
- We will give preference to candidates who have experience providing services to low-income individuals

**Application Details - Resumes accepted until positions are filled**

Please indicate "Staff Attorney - Moline" in the subject line and email a letter explaining your interest and experience, your resume, three references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

Prairie State Legal Services is committed to creating a diverse and inclusive working environment and is proud to be an equal-opportunity employer. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, ethnicity, color, religion, gender, gender identity, expression or presentation, sexual orientation, national origin, genetics, disability, age, or any other legally protected status.

**The Organization**

PSLS is a nonprofit civil legal aid organization that has served northern and central Illinois for 45 years, maintains 11 office locations, and has a staff of over 200, including training and litigation staff with extensive experience. Our 36-county service area includes rural communities, suburban areas, and mid-size urban cities, which necessitates the development of diverse strategies, and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff, along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at <https://pslegal.org>.



### **Job Opportunity Announcement Staff Attorney - Ottawa, IL**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc. is seeking a Staff Attorney to join our team in the Ottawa office. Staff attorneys at PSLS provide a wide range of legal services to some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. Prairie State is the only legal aid organization in the majority of our area, and we pride ourselves on providing high-quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

#### **Responsibilities**

Among other duties as assigned, the Staff Attorney will:

- Provide legal services to low-income individuals covering a wide range of legal issues, including housing, family, public benefits, consumer, health, education, and other areas
- Interview applicants for legal services and assess their legal issues with a focus on those issues that have an immediate impact on their basic human needs
- Provide legal services, including legal research and factual investigation, counsel and advice, brief services and document preparation, dispute resolution, and representation of clients in administrative and judicial proceedings
- Develop and maintain networking relationships with local bar associations and with local, state, and federal governments and community agencies that serve our client population
- Conduct outreach events with client communities, including client education and intake events at community partner locations
- Provide accurate and complete information for grant reporting to grant funders, including documenting services in the case record
- Actively participate in an internal task force related to one or more areas of our practice
- Exhibit a high level of personal energy, organization, and commitment to the position and the PSLS mission

#### **Salary and Benefits**

The Staff Attorney position is a full-time position at 37.5 hours per week. PSLS offers a salary that is competitive with similar organizations. The salary range for the Staff Attorney position is \$70,000 - \$90,231 annually and increases with each year of relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

- Health insurance, including the opportunity to qualify for a wellness credit
- Dental Insurance
- Vision insurance
- 403b Retirement Plan including employer contributions
- Extensive training and education program
- Flex scheduling and partial remote work available
- PTO that starts at 3 weeks/year and increases with additional years worked at PSLS
- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- 12 Paid holidays

## **Qualifications**

- Candidates currently admitted to the practice of law in the State of Illinois or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates who will be sitting for the next bar exam.
- Experience in trial advocacy and negotiation preferred
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- Spanish language proficiency is preferred but not required
- Some travel is required; applicant must have a valid driver's license and/or reliable transportation
- We will give preference to candidates who have experience providing services to low-income individuals

## **Application Details - Resumes accepted until positions are filled**

Please indicate "Staff Attorney - Ottawa" in the subject line and email a letter explaining your interest and experience, your resume, three professional references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

PSLS is an equal opportunity employer that strives to create a diverse and inclusive working environment. We recruit, employ, pay, and promote qualified applicants and employees without regard to race, color, national origin or citizenship, ancestry, religion, sex, disability, familial status, marital status, sexual orientation, gender identity, age, pregnancy, military status or unfavorable discharge from military service, or other characteristics protected by law.

## **The Organization**

PSLS is a nonprofit civil legal aid organization that has served northern and central Illinois for more than 45 years, maintains 11 office locations, and has a staff of over 200, including training and litigation staff with extensive experience. Our 36-county service area includes rural communities, suburban areas, and mid-size urban cities, which necessitates the development of diverse strategies, and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff, along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at <https://pslegal.org>.



## **Job Opportunity Announcement**

### **Paralegal – Waukegan, IL**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc. is seeking a Paralegal to join our team in the Waukegan office. Paralegals at PSLS provide a wide range of support to attorneys that enable them to serve some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. Prairie State is the only legal aid organization in the majority of our area, and we pride ourselves on providing high-quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

#### **Responsibilities**

Among other duties as assigned, the Paralegal will:

- Maintain contact with clients to provide information on the status of their cases
- Prepare pleadings and correspondence for Attorneys as assigned
- Prepare correspondence and documents for direct services to clients
- Monitor case files to see that they contain all required documents
- Generate and mail notices for court proceedings and schedule matters on the court docket
- Working with PSLS attorneys to assist clients in a wide range of legal problems, including family law, domestic violence litigation, administrative law, Social Security Disability benefits, landlord/tenant, and other matters
- Supporting the attorneys in their legal work including assisting with and preparation of routine pleadings, notices, subpoenas, correspondence, and other similar documents; scheduling court dates; e-filing; scheduling client appointments in open cases; assisting with medical and other records requests; assisting attorneys with file organization and review of closed files; and assisting with filing
- Entering client information and data into case management software
- Performing a variety of other office tasks such as typing, copying, faxing, and emailing
- Assisting with medical and other records requests
- This is an in-person position with the option of selecting your home office in Waukegan
- Periodically assisting with off-site intake

#### **Salary and Benefits**

The Paralegal position is a full-time position at 37.5 hours per week. PSLS offers a salary competitive with similar organizations. The salary range for this position is \$42,000 to \$54,139 annually. The starting salary for the successful candidate will be determined based on prior relevant experience. PSLS is committed to providing an excellent, comprehensive benefits package to its full-time employees that includes:

- Health insurance, including the opportunity to qualify for a wellness credit
- Dental insurance
- Vision insurance
- 403b retirement plan including employer contributions
- Training and education program
- PTO that starts at nearly 3 weeks/year and increases with additional years worked at PSLS

- Paid sick leave
- 6 weeks of paid parental leave after one year of employment
- 12 paid holidays

### **Qualifications**

- Spanish-English bilingual candidates are highly preferred
- 2-year associates degree, 4-year bachelor's degree, and/or a paralegal certificate
- Previous legal experience preferred
- Excellent organizational and oral/written communication skills
- Proficient with computers and online tools
- Travel to other offices is necessary; valid driver's license and/or reliable transportation is required
- We will give preference to candidates who have experience providing services to low-income individuals

### **Application Details - Resumes accepted until position is filled**

Please indicate "Paralegal-Waukegan" in the subject line and email a letter explaining your interest and experience, resume, and three references to [careers@pslegal.org](mailto:careers@pslegal.org).

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### **The Organization**

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**Job Opportunity Announcement**  
**Staff Attorney**  
**Joliet, IL**

Every day, people across Illinois are denied the basic rights to which they are entitled under the law simply because they can't afford a lawyer. It's our mission to change that.

Prairie State Legal Services, Inc., is seeking a Staff Attorney to join our team in the Joliet office. Staff attorneys at PSLS provide a wide range of legal services to some of the most vulnerable members of our communities, including low-income individuals, older adults, veterans, and people with disabilities. We focus services on legal problems that impact the ability of our clients to meet their basic human needs, including physical safety, access to healthcare, adequate housing, and financial stability. Prairie State is the only legal aid organization in the majority of our area and we pride ourselves on providing high quality legal services to our clients while fostering a work environment that is motivating, collaborative, and rewarding, with plenty of opportunities for professional growth.

**Responsibilities**

Among other duties as assigned, the Staff Attorney will:

- Provide legal services to low-income individuals covering a wide range of legal issues, including housing, family, public benefits, consumer, health, education, and other areas
- Interview applicants for legal services and assess their legal issues with a focus on those issues that have an immediate impact on their basic human needs
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**Salary and Benefits**

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| • Vision insurance   | • 6 weeks of paid parental leave after one year of employment                        |
| • 403b Retirement Plan including employer contributions                        | • 12 Paid holidays   |
| • Extensive training and education program                                     |  |
| • Flex scheduling and partial remote work available                            |  |

## **Qualifications**

- Candidates currently admitted to the practice of law in the State of Illinois or admitted in another state and eligible for reciprocity in Illinois are preferred. Consideration will be given to law graduates that will be sitting for the next bar exam.
- Experience in trial advocacy and negotiation preferred
- Strong interpersonal skills
- Excellent oral/written communication, research skills, and computer competency
- Organizational and case management proficiency
- Ability to work effectively as a team member
- Spanish language proficiency is preferred, but not required
- Some travel is required; applicant must have a valid driver's license and/or reliable transportation
- We will give preference to candidates who have experience providing services to low-income individuals

## **Application Details – Resumes accepted until position is filled**

Please indicate “Staff Attorney - Joliet” in the subject line and email a letter explaining your interest and experience, resume, three references, and a short writing sample (no more than 10 pages) to [careers@pslegal.org](mailto:careers@pslegal.org).

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## **The Organization**

PSLS is a nonprofit civil legal aid organization that has served northern and central Illinois for 45 years, maintains 11 office locations, and has a staff of over 200, including training and litigation staff with extensive experience. Our 36-county service area includes rural communities, suburban areas, and mid-size urban cities, which necessitates the development of diverse strategies, and we encourage our staff to cultivate and utilize creative approaches to reach and serve our client population. Employees of PSLS benefit from the expertise and community connections of their local office staff, along with robust program-wide resources. We strive to provide an array of services responsive to the needs of our clients. PSLS has excellent fiscal controls and upholds the highest rating from Charity Navigator and Guidestar. For more information regarding PSLS services and operations, please visit our website at <https://pslegal.org>.