

Title: Live Reader/Assistant
Department: Fair Housing
Reports to: Staff Attorney
Incumbent: New Position
Rate: N/A

Date: 6/15/2016
FLSA: Part Time, non-exempt
Job Code:
DOL/IPEDS Type:

Position Summary: Be the eyes of a blind staff attorney. 8-10 hours per week.

Essential Functions: Reading aloud hard copy documents, online information, and other items; scanning and editing scanned documents for accuracy; organizing, filing and retrieving case files and other legal documents; local travel with attorney to provide assistance navigating to and from courts and assistance at hearings or meetings when necessary; assemble documents for mailing, general clerical support; maintain client confidentiality.

Essential Skills

Physical: sight, ability to sit, stand and walk independently, bend and lift up to 25 lbs, fully mobile, speak clearly,

Cognitive: excellent spoken and written English; follow complex instructions; correctly pronounce legal terms of art with instruction where necessary.

Social: reliable, personable, flexible, patient, professional appearance and demeanor, comfortable working in others' personal space.

Technical: working knowledge of Microsoft Office Suite, use of printers and scanners, ability to learn CLEO.

Additional Responsibilities and Skills:

Scope of Authority:

Fiscal: N/A

Operational: N/A

Approved by: