Brooklyn Legal Services seeks a temporary clerk messenger for a period of 4 months.

About Us

Brooklyn Legal Services, part of Legal Services NYC, provides high-quality, innovative representation to address the pressing legal needs of Brooklyn’s diverse low-income population. BLS focuses on the problems that have the greatest impact on our clients’ improving access to education, preserving affordable and decent housing, maintaining income support, redressing abusive lending and consumer practices, promoting family stability and mitigating the effects of domestic violence, and advocating for the disabled.

Responsibilities & Qualifications:

Brooklyn Legal Services seeks a temporary clerk messenger for a period of 4 months. The successful candidate must have a working knowledge of filing alphabetically and chronologically. Additionally, the temporary clerk messenger will assume responsibility for the integrity of the files maintained on-site, and will prepare older files for shipment to the storage facility. When required, the file clerk will assist with copying and other tasks as assigned.

Experience and qualifications include:

- An interest in working with low-income communities and communities of color to advance equity;
- Ability to prioritize tasks and work independently;
- Excellent analytical and communication skills;
- Strong organizational skills and ability to handle diverse, fast paced, and high volume case load; and
- A high school diploma or equivalent.

How to Apply

Applicants should send a cover letter, resume, and two writing samples to bkhiring@lsnyc.org. Please write “Temp Clerk” in the subject line of the email. Please, no telephone calls.

Salary and benefits are determined by the LS-NYC Collective Bargaining Agreement.

Legal Services NYC is an equal opportunity employer. People of color, women, people with disabilities, people over 40, and gay, lesbian, bisexual, and transgender people are strongly encouraged to apply.