

LAW OFFICES OF

SOUTHEAST LOUISIANA LEGAL SERVICES

P.O. Drawer 2867

1200 Derek Drive Suite 100

Hammond, LA 70404

A Grantee of



United Way of
Southeast Louisiana



Telephone: (985) 345-2130 Fax: (985) 345-2686 Email: rnewman@slls.org Website: www.lawhelp.org/LA

June 4, 2014

Ms. Dylan Thriffiley
President, Association for Women Attorneys
909 Poydras Street, Suite 3600
New Orleans, LA 70112

Re: SLLS is seeking attorneys and a receptionist/mortgage counselor

Dear Ms. Thriffiley:

Southeast Louisiana Legal Services (SLLS) anticipates that it will be hiring some new attorneys and a receptionist/mortgage counselor. We would like your help in letting people know that positions are available.

SLLS is a non-profit law firm serving the 22 parishes east of the Atchafalaya basin. We have offices in Baton Rouge, Covington, Hammond, Harvey, Houma and New Orleans. We provide free civil legal aid to low-income households.

SLLS anticipates hiring the following positions:

- 1 Attorney for Foreclosure Defense Work including Chapter 13 Bankruptcy
- 1 Attorney to Handle General Consumer/Housing/Successions Work
- 1 Attorney to Handle Family Law, Domestic Violence, and Custody mediation
- 1 Attorney for Child in Need of Care Work in Baton Rouge, LA
- Part-time Staff Attorney to handle Child in Need of Care cases in Covington.
- Receptionist/Mortgage Counselor in Hammond office.

Full-time staff attorney positions require admission to practice law in Louisiana. SLLS does not permit the outside practice of law. Starting salary for a full time staff attorney is \$39,000-\$48,000 depending on experience. Starting salary for a receptionist/mortgage counselor is \$22,000-&27,000 depending on experience. Spanish-English bilingualism and Vietnamese-English bilingualism are a plus that receives extra compensation. Support staff may also receive additional compensation if they are licensed as a notary public or if they have a bachelor's or associate's degree from an accredited college.

To apply, send a resume and cover letter to Roxanne Newman, Deputy Director, at rnewman@slls.org by June 14, 2014. Applicants should advise if they wish to limit

consideration to a particular office or position.

Thank you for your help. Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Roxanne Newman", with a long horizontal flourish extending to the right.

Roxanne Newman
Deputy Director

RSN/tlw