

Volunteer Position Description

Job Title:	Legal Assistant / Office Support
#of Vol. wanted	3 (if each performing one 4 hour shift)
Purpose of Assignment:	Assist with Augusta Bar Association's Veteran's Legal Clinic at Uptown VA
Using Service:	Mental Health
Department & Location:	Mental Health 1E-142, Uptown Division CNVAMC
Site Supervisor and Phone:	Susan Schuster-Roat (VA) Ext. 7437 Lorraine Barlett (Augusta Bar Assoc.), 706-833-7281
Time Requirements:	Min. one 4 hour shift per week; more if available / desired.
Specific Duties: Please continue on separate sheet if additional space is needed.	Assist with Augusta Bar Association's Veteran's Legal Clinic at Uptown VA by providing in-house presence at office: <ul style="list-style-type: none"> ❖ Answer basis questions re. program ❖ Screen clients to ensure eligibility for program ❖ Perform intake (complete worksheet) ❖ Notify on-call attorneys when required ❖ Provide clients referrals of attorneys when required ❖ Maintain administrative records ❖ Other duties as required (training provided)
Qualifications & Training Required:	Computer experience (Word, email, etc.) required. Good phone and interpersonal skills required. Ideal candidate will either be a paralegal or someone with prior experience assisting in a legal office
Performance Evaluation:	Annual
Risk Sensitivity:	Low Risk / Moderately Sensitive
Volunteer Signature:	