

Dunn Law Firm, LLP

100 Years of ExcellenceSM

Dunn Law Firm, LLP in Bloomington, Illinois is seeking a full-time Litigation Paralegal/Legal Assistant. This person will directly support our litigation partner, as well as a small team of supporting professionals, to provide dedicated legal services in the areas of civil litigation including employment, civil rights, and eviction litigation.

Our ideal candidate is personable and highly motivated, with experience in legal services. Experience as a legal assistant or paralegal with a focus on state and federal litigation in a law firm is highly preferred. Salary will be commensurate with experience. Bachelor's or Associate's degree preferred.

Current graduates with paralegal or legal studies focus are encouraged to apply.

Benefits include 401(k), Profit Sharing Plan, Health Insurance.

Daily duties and responsibilities include the following:

- Coordinate and manage workflow between the partner and support staff
- Answer and screen client and potential client telephone calls, as well as business associate calls
- Manage new client intake and set up client files
- Draft pleadings, written discovery and responses to written discovery
- Coordinate with clients, witnesses and opposing counsel to gather information and schedule meetings
- Conduct online legal research
- Assist with deposition preparation
- Draft correspondence letters and simple contracts
- E-file documents with the Court
- Maintain electronic and paper case files via Microsoft Office or similar document management systems
- Organize and analyze documentation for trials and for general file management
- Maintain calendars and schedule appointments

The following skills and attributes are desired:

- Proficient in PC/Microsoft Office and Adobe Pro DC
- Proficient with Illinois Odyssey File & Serve, Federal Electronic Case Files (ECF), and PACER
- Proficient with Westlaw legal research or comparable service
- Proven working experience as a legal assistant or paralegal in the areas of employment, civil rights, or eviction litigation
- Analytical and high attention to detail
- Adaptive learner with software and legal updates
- Able to manage a wide variety of tasks
- Dependable work product and attendance

To apply, please send a resume and cover letter to admin@dunnlaw.com or mail to the address below.

www.dunnlaw.com
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