



GINZKEY LAW OFFICE

Injury Attorneys
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Attorneys
James P. Ginzkey
Chase T. Molchin
Paralegal
Susan Rasor

Legal Assistant Position - Full Time

The Ginzkey Law Office is a highly successful, socially responsible and caring practice known for its effective pursuit of justice of those who have been injured. Our team works diligently to serve those who trust us with their injury claims.

We are also known as a great place to work. People who work here are more than employees. We are a work-family.

Job Description

We are looking for a bright, dependable, people oriented, professional person with previous law office experience, excellent attention to detail, communication, computer and organizational skills, and transcription experience.

Duties include answering phones, greeting clients and attorneys, transcription, scheduling depositions, hearings, doctor and client meetings, preparation and electronic filing of pleadings, motions, etc., maintaining client files, both electronic and paper.

Hours: Monday - Friday, 9:00 - 5:00

Qualifications:

1 year working in a law office (minimum required)

1 year transcription experience (preferred)

Compensation:

Salary: Commensurate with experience

Benefits: Health insurance
HSA/HRA contribution
401(k)/Profit Sharing
Retirement plan
Paid vacation

Please send resume to jim@ginzkeylaw.com and susan@ginzkeylaw.com