



Imeri Rogers, L.L.P., a Bloomington, IL based litigation firm, is seeking a Legal Secretary to assist and support the firm's attorneys. Because of the nature of the role, the applicant must be personable, well organized, detail oriented, and possess excellent grammar and spelling skills. A more detailed list of the duties and responsibilities related to this role are as follows:

**Duties & Responsibilities:**

- Assist in the preparation and compilation of letters, emails, and other documents
- Assist in proofreading all documents
- Assist in the electronic filing of court documents
- Maintain documents in both electronic and paper format
- Track time and expense entries
- Answer, transfer, and make phone calls
- Establish and coordinate conference calls
- Schedule and coordinate medical examinations and depositions
- Assist in the assembly and organization of trial exhibits
- Open new client files and manage client records
- Make travel arrangements and produce travel and expense reports
- Manage attorney calendars

**Qualifications/Requirements:**

- Excellent written and verbal communication skills
- Excellent grammar and spelling skills
- High attention to detail and ability to multi-task
- Well organized
- Ability to manage deadlines
- Experience with: Clio, Gmail, E-filing, Word, Pages, and Apple products.

We offer a competitive salary and a comprehensive benefits package, which includes health insurance, 401K contributions, and the potential for profit sharing/bonuses.

Interested candidates should submit their resume and cover letter to [iimeri@ImeriRogers.com](mailto:iimeri@ImeriRogers.com).

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status or any other characteristics protected by law.