



**JAY D. REECE, P.C.**  
**ATTORNEY AT LAW**

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Jay D. Reece, P.C. is seeking a Legal Assistant to assist and support the firm. This is a full-time position but will also consider the right candidate for part-time employment as well. Business hours are 8:30 to 5:00, Monday through Friday. The applicant must have a pleasant personality, be organized, and have excellent verbal and written skills.

**Responsibilities:**

- Answer, transfer and make phone calls.
- Create, maintain, and manage client files.
- Maintain documents in electronic and paper format.
- Schedule client appointments, hearings, and meetings.
- Set calendar reminders for deadlines and follow ups.
- Type and prepare dictated letters, pleadings, emails, etc.
- Assist in preparation of correspondence and legal documents.
- Prepare and mail invoices.
- Prepare bank deposits.
- Order and manage office supplies.
- Electronically file (e-file) court documents.
- Serve as Notary Public.
- Assist in special projects or other tasks as needed.

**Desired Experience:**

- At least 2 years' experience in a law practice. However, will consider less experience, based on other qualifications and skills.
- Ability to prioritize tasks and meet deadlines.
- Must be able to maintain client confidentiality.
- Good customer service skills.
- Experience with CLIO, Law pay, E-filing, Word, and Excel.

Interested candidates should submit their resume and cover letter to [nrutledge@jdrpc-law.com](mailto:nrutledge@jdrpc-law.com)