

Kraft, Wood & Kelly LLC is seeking a full-time legal assistant to assist with family law matters involving responsibilities such as scheduling, transcription, client contact, and assisting with discovery and trial preparation. College credentials are preferred but are not required. Please provide a resume to Kraft, Wood & Kelly LLC, 207 W. Jefferson, Suite 200, Bloomington, Illinois 61701, or email to receptionist@tnwlaw.com.

Compensation is commensurate with experience. Benefits are also provided.