

## **Mueller, Reece & Hinch, LLC, Legal Assistant Opening**

Hourly wage position, 37.5 hours per week, providing secretarial and related administrative support operations for assigned attorneys in a private practice law firm concentrating primarily in business and commercial law, real estate law, estate planning and probate, and civil and commercial litigation. Requirements: Proficiency in Microsoft Office, Word and Excel; High school diploma or GED; Excellent organizational and communication skills and professionalism interacting with clients, opposing counsel, and other legal professionals. Paralegal training preferred but not required.

Applicants may contact Whitney Leifheit at (309) 827-4055 or [wleifheit@mrh-law.com](mailto:wleifheit@mrh-law.com).