

Small, fast-paced Bloomington law firm seeks an experienced paralegal for family law practice.

Ogar & Miller is one of the top family law firms in Central Illinois and is seeking an experienced paralegal. The right candidate will have excellent basic office skills (telephone, time/deadline management, computer (Microsoft Suite), typing, grammar, spelling), communication skills, and will be highly organized. This full-time position entails the following tasks: preparation of court documents, including complaints, briefs, and pleadings; compiling and organizing discovery responses and trial exhibits; all aspects of issuing and responding to discovery requests; managing attorney calendar, including hearings and deadlines, and substantial client contact.

Perks include generous vacation/holiday time, 401(k) match, health insurance reimbursement, paralegal association membership, and continuing legal education. Pay commensurate with experience level.

Previous law firm experience is required for this position; Paralegal certificate or degree and/or experience working in family law is a plus, but not required. Forward your resume, cover letter, and writing sample to Karin at karin@ogarmiller.com No phone calls, please. All applications are kept confidential.