

Paralegal

Ronda Glenn Law Offices - Bloomington, IL 61701

Immediate Opening! Paralegal wanted for family law firm. Candidates should possess a positive attitude and have the ability to work in a fast-paced environment. Excellent communication skills with clients and other legal professionals is essential. Case management and calendaring skills are required. Other necessary skills include the ability to accurate mathematical calculations; perform legal research; process discovery; draft legal pleadings and correspondence; and be competent and experienced in working with technology. Salary based upon level of experience. Great benefits package. Send resume and references to Denise at Ronda Glenn Law Offices, 221 East Front Street, Bloomington, IL 61701. No phone calls, please.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off

Schedule:

- Monday to Friday
- Weekend availability

Education:

- Bachelor's Degree (Preferred)

Experience:

- Microsoft Office: 1 year (Preferred)

Work Location:

- Bloomington

Work Remotely:

- No