

The position seeking to be filled is for a legal secretary/assistant position for an experienced attorney. The firm is engaged in the general practice of law. At least four years of experience is required in the legal profession. A preferred candidate would have experience in family law, real estate law, trusts and estates and criminal law. A good candidate will be acquainted with both PC and Mac operating systems and have good typing and telephone skills. The position requires the use of client management software and typical Microsoft office software.

Job Type: Full-time

Applications and resumes may be e-mailed to [office@sanderlawoffice.com](mailto:office@sanderlawoffice.com) or mailed to Schwulst & Roseberry, P.C., 407 W. Front St., Suite No. 2, Bloomington, Illinois 61701.