

SCHWULST & ROSEBERRY, P.C.

ATTORNEYS AT LAW
407 W. FRONT STREET, SUITE 2
BLOOMINGTON, ILLINOIS 61701
TELEPHONE (309) 829-3636

JOHN P. SCHWULST
TODD A. ROSEBERRY

FAX NO. (309) 829-3014

Schwulst & Roseberry, P.C., is seeking a Legal Assistant for a family law attorney. This is a full-time position from 8:00 a.m. until 5:00 p.m., Monday through Friday.

The successful candidate will need to have good customer service skills, and be detailed oriented.

Responsibilities:

- Maintain and manage multiple files.
- Schedule hearings, meetings, depositions, and set ticklers on the calendar for deadlines/follow-ups.
- Type and prepare dictated letters, pleadings, emails, etc.
- Prepare pleadings for filing.
- Prepare documents for mailing.
- Prepare weekly billings.
- Follow-up with clients via telephone and/or email.
- Open and date incoming mail.
- Assist in special projects and other tasks assigned.
- E-Filing.

Desired Experience:

- At least two years of experience in family law.
- Excellent written and verbal skills.
- Ability to prioritize deadlines.
- Ability to maintain confidential information.
- Ability to use office equipment.
- Familiar with Apple Software.

For consideration, please submit a cover letter, resume and salary requirements to office@sandrlawoffice.com.