

Law office of Clark A. Walker is a small law office focusing upon family and criminal law representation. We are professional and agile.

Our work environment includes:

- Modern office setting
- Food provided

We are seeking a Legal Assistant to join our team and provide administrative support to our legal team. The successful candidate will be responsible for preparing legal documents, conducting research, maintaining records, and providing general administrative assistance. This position requires excellent organizational skills, attention to detail, and the ability to work independently. The ideal candidate will also have strong communication skills and the ability to work collaboratively with other members of the legal team.

Responsibilities:

- Draft and efile legal documents, such as contracts, pleadings, and motions.
- Conduct research on relevant laws, regulations, and legal articles.
- Assist attorney in preparing for trials and hearings.
- Organize and maintain files for all legal documents.
- Schedule appointments and meetings with clients and other professionals.
- Communicate with clients, witnesses, and other professionals to gather information for cases.
- Perform administrative tasks such as filing, photocopying, scanning, and faxing.

Job Type: Full-time

Salary: \$19.00 - \$22.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Flexible schedule
- Free parking
- Paid sick time
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday

- No nights
- No weekends

Travel requirement:

- No travel

Ability to commute/relocate:

- Bloomington, IL 61701: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Office: 1 year (Preferred)

Work Location: In person