

Job highlights

Qualifications

- Applicants should have office related experience and/or work training in a fast-paced office environment. Legal experience preferred, but not necessary.
- Applicant must have the ability to proofread and edit documents
- Applicant must be proficient in Microsoft Word and Excel, possess proficient keyboarding skills and be able to operate standard office equipment
- Successful applicants will work in a fast paced environment and require an ability to multi-task projects with accuracy
- No travel
- Marshall, MN 56258: Relocate before starting work or the ability to reliably commute (Required)

Responsibilities

- This position is responsible to provide administrative support in a responsible and confidential position to assist lawyers
- The work requires independent judgment in a busy environment
- The position would require drafting correspondence, drafting legal pleadings, organizing files and answering telephones

Job description

This position is responsible to provide administrative support in a responsible and confidential position to assist lawyers. The work requires independent judgment in a busy environment. The position would require drafting correspondence, drafting legal pleadings, organizing files and answering telephones. Applicants should possess one (1) years of related experience and/or work training in a similarly fast paced, diversified environment. Applicant must have the ability to proofread and edit documents. Applicant must be proficient in Microsoft Word and Excel, possess proficient keyboarding skills and be able to operate standard office equipment. Successful applicants will work in a fast paced environment and require an ability to multi-task projects with accuracy. Pay depends on experience.

Note: This job description is intended to provide a general overview of the position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. We will train the right candidate.

Job Type: Full-time (40 Hours per week)

Schedule: • 8 hour shift

Travel requirement: • No travel

Ability to Relocate: • Marshall, MN 56258:

Relocate before starting work or the ability to reliably commute (Required)

Work Location: In person

Benefits include: 401(k), Health Insurance, and Paid time off.

Education: Associates Degree preferred – not required

Pay starting at \$25.00 per hour