



## For Support Staff Personnel

---

### **Paralegals**

Paralegals are an integral part of our insurance defense, medical malpractice, commercial litigation, subrogation, general business and tax and estates practice groups. Ideal candidates have a four year degree, a paralegal certificate from an ABA approved curriculum and computer proficiency.

### **Law Clerks**

Law clerks are evening law school students who work full time during the day. The law clerk position offers an excellent opportunity for a law student to gain real legal experience while still in school. Ideal candidates are in their first or second year of a local evening law school program and are able to work full time hours throughout the year.

### **Legal Secretaries**

Our legal secretaries are highly skilled professionals who work great together as a team. Qualified legal secretaries should possess excellent organizational ability, proofreading, grammar, spelling and word processing skills - specifically in Microsoft Word. Professional telephone manner and interpersonal skills are necessary.

### **Support Services**

Our support services staff work in the following administrative departments: Accounting, Information Systems, Library, Records & Supplies, Human Resources, Marketing and Word Processing. Positions within the support staff areas require exceptional organizational skills, computer proficiency in Microsoft Word, as well as, professional telephone manner and interpersonal skills.