

## **LEGAL ASSISTANT**

Prepare and organize files, maintaining both our electronic and physical files; complete detailed document organization; prepare and respond to discovery; prepare correspondence, motions, and other legal documents; and execute additional legal assistant tasks.

Applicants must possess a high school diploma or equivalent; have at least two years of administrative experience; have proficient typing, proofreading, and Microsoft Office skills; have excellent written and oral communication skills; be detail-oriented, able to multi-task, and have strong organizational skills. *Preference given to applicants with experience in a law firm.*

Full-time, 8-5, M-F. Rate of pay beginning at \$22.00 per hour (based on experience). Insurance, vacation, Simple IRA. Email resume to [dwight@darrowlaw.com](mailto:dwright@darrowlaw.com). No phone calls please.

**DARROW LAW OFFICES, S.C.**  
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