

FAMILY LAW PARALEGAL

Assist attorney(s) in preparing correspondence and pleadings such as summons and complaints, discovery, subpoenas, notices, motions, affidavits, and the like. Collaborate with attorney(s) and staff to provide exceptional legal services to clients.

Applicants must possess a high school diploma or equivalent; have at least two years of experience in a family law firm; 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 who have completed a paralegal professional certification or have an advanced paralegal education.*

Full-time, 8-5, M-F. Rate of pay beginning at \$28.00 per hour (based on experience). Insurance, vacation, Simple IRA. Email resume to dwight@darrowlaw.com. No phone calls please.

DARROW LAW OFFICES, S.C.
822 Niagara Ave., Sheboygan, WI 53081