

August 6, 2019

## Legal Assistant

We are a small, fast-paced litigation firm in Champaign, IL with a busy personal injury and workers' compensation practice. The firm is seeking a legal assistant/receptionist for full-time work at our office. We offer competitive pay, paid vacation, paid holidays, personal/sick days, and a retirement plan. Duties include, but are not limited to, greeting clients and visitors and answering inquiries, answering and routing incoming calls, filing documents, transcribing letters and documents from digital dictations, and opening new files.

Candidates should have computer skills (Outlook, Microsoft Word and Excel, and Adobe Acrobat); great people skills and phone etiquette; customer service mentality; and the ability to multi-task, work independently, and provide team support. Attention to detail and organization are essential. Training provided; no prior legal experience required.

In order to be considered, please mail a cover letter and resume to the following address:

Schum Law  
2105 N. Dunlap Ave  
Suite 1A  
Champaign, IL 61820