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LLC

At Morrow Willnauer Church, LLC, the client relationship comes first. We've built our practice on this simple belief and we continue to grow and prosper as a result. We are dedicated to providing the highest quality legal services.

We are currently seeking a full-time Legal Secretary/Paralegal to join our Omaha, Nebraska office to best serve the interests of our current and future clients. Experience in the areas of Worker's Compensation and Civil Litigation are preferred. Previous law firm experience as well as knowledge of e-filing in Federal and State Courts is required. Strong knowledge of Microsoft Office and basic office equipment is necessary.

This position supports one attorney. Duties include reception, filing, copying/scanning, handling the mail, calendaring, transcribing dictation, research, document production, document review, time entry, e-filing, and various other duties as assigned.

We offer an excellent benefits package and salary is negotiable based on experience. Submit resume to: [swesterhouse@mwcattorneys.com](mailto:swesterhouse@mwcattorneys.com)