

Paralegal and a Receptionist 3/4 Time position
Monday – Friday 8:30 a.m. – 3:00 p.m. Omaha, NE
Non-smoker.

Skills required:

- Typing 60+ wpm
- Writing Skills (grammar, spelling, punctuation, proofreading, etc.)
- Ability to complete tasks as assigned in a timely manner
- Ability to handle confidential information sensitively and discreetly
- Meticulous attention to detail is an absolute necessity
- Prior law-office experience required
- You should be able to follow directions for proper completion of a task
- You need to be able to work independently while having the ability to meet deadlines without supervision
- You will need to be able stay within the guidelines and directions given
- You should be able to handle a file from opening to closing after proper training and guidance
- Should have VERY STRONG organizational skills, good work ethic and be reliable.
- Problem Solving Skills
- You should be a motivated self starter Have the ability to figure what needs to be done and do it within the guidelines established
- Phone etiquette
- Customer Service/Interpersonal Skills
- Communication Skills
- Ability to use a computer very efficiently
- Extensive knowledge of Microsoft Word and Excel
- Basic knowledge of business machines (copier, scanner, printer, etc.)
- Ability to multi-task

Duties include (but are not limited to):

- Organizing and preparing cases to file
- Creating documents from templates usually MAIL MERGE Documents
- Filing documents with the Court
- Mailing correspondence to necessary parties
- Clerical support for attorney

This is a busy law firm and we're looking for someone who works well under pressure.

Compensation based upon experience, work ethic and productivity. You will need to be able to pass a background check. Past employment and references will be checked. Only qualified resumes please. Please send cover letter & resume jamatbjm@cox.net.

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