Paralegal/Legal Assistant – IMMEDIATE OPENING

Provide essential administrative assistance to busy real estate, corporate, energy or litigation related practices. Work closely with attorneys on practice support, including substantial clerical tasks, work flow organization, billing, records maintenance and filing, interaction with clients, electronic filings, routine office support tasks and various other projects. Excellent academic and personal credentials. Demonstrated organizational ability and computer skills, able to work independently in a demanding fast-paced environment with accuracy and attention to detail. Strong work ethic essential. MS Office Word, Excel with PowerPoint a plus. Experience appreciated but not required. Candidates interested in attending law school in future preferred; two year commitment required. Salary $34,000 plus paid Overtime. This is an immediate opening. Please send cover letter and resume to kshipp@richmaylaw.com.