

Marsh Law Office is seeking to add a Office Assistant to our team.

Marsh Law Office was established on simple principles: hard work, integrity, compassion, and excellence in our legal practice. We provide the highest level of service to our clients. We offer this career opportunity in a friendly, positive environment with part-time or full-time regular business hours and competitive pay. Experience is preferred but we will train the right person.

Primary Responsibilities

- Perform administrative duties (calendar hearings and deadlines, perform electronic filing, organize case files, etc.)
- Maintain and assist in drafting pleadings and discovery
- Maintain files, exhibits, and documents
- Assist attorney with calendar, scheduling, and record keeping
- Crossed trained in accounting and time keeping
- Maintain client and office confidentiality

Requirements and Skills

- Work experience in an office setting is preferred
- Bookkeeping, office management, and organization is a plus
- Highly organized; capable of multitasking; capable of meeting deadlines
- Writing and communication skills with attention to detail
- Computer and database expertise helpful
- Knowledgeable in Outlook, Word and Excel software

Physical Requirements

- Computer, scanner, and printer operation required; mobility within the office
- Must be able to lift boxes and maneuver stairs on occasion.

We will train the right person

**Qualified applicants should send resume and cover letter to
office@nebraskafirm.com**

All inquiries will remain confidential.