

Mathey Law Office is seeking a Paralegal/Legal Assistant to provide administrative support to the founding partner. Prior office experience and intermediate to advanced Microsoft Office software skills are preferred. Duties include (but are not limited to): drafting simple to complex letters and other correspondence; answering phones; taking detailed messages; locating files and documents; typing legal documents; performing research; and scanning files. Successful candidates will be required to learn software and to work in a team-oriented environment. Must be detail oriented, organized and dependable. Patience, tenacity and a good attitude a plus! Full time, pay is DOE. Paid dental, vacation, holidays and sick time. Please email resume to: jevans@matheylawoffice.net.