

Johns & Kosel, Attorneys at Law, 203 West Main Street, Lead, SD, is searching for a Legal Assistant.

Description of Duties: Professional administrative support for a two-attorney staff.

Duties include the following:

- ***Preparing documents for filing, opening, and closing files
- ***Maintaining electronic files and documents
- ***Preparing reports and other correspondence with accuracy and timeliness
- ***Maintaining schedules, client data and other information for effective retrieval
- ***Screening incoming visitors, correspondence, and phone calls, directing each to appropriate staff members or handling routine matters personally
- ***Tracking billing for each attorney and accounts receivable
- ***Other duties as assigned

Experience and Education: High school diploma required. Successful applicants must demonstrate a strong work ethic and commitment within a fast-paced professional setting.

Experience in a law office is strongly preferred. Paralegal certification is not required.

Submit cover letter and resume to Timothy R. Johns or Joseph M. Kosel, 203 W. Main Street, Lead, SD 57754, or email cover letter and resume to donna@johnskosellaw.com