

Family Law Paralegal, Bloomington, Illinois

Come work for a premier family law firm with an attorney who deeply cares about her clients. We offer a great benefits package including retirement contributions and medical, dental, and vision insurance. We also offer some schedule flexibility, including remote work as needed, and a generous allowance of paid time off. Salary is based upon experience with the potential for regular growth and bonuses. Regular continuing legal education is encouraged and will be part of your benefits package.

Paralegal candidates should possess a positive attitude and have the ability to work in a fast-paced environment. Superior communication skills, verbal and written, are essential. Case management and calendaring skills are required. Other necessary skills include the ability to calculate support accurately; perform legal research; process discovery; draft legal pleadings and correspondence; and be competent and experienced in working with technology. Bachelor's degree is preferred, but not required. Send resume and references to Ted at Ronda Glenn Law Offices, 221 East Front Street, Bloomington, IL 61701, or email to service@glennlawoffices.com . No phone calls, please.