

NE Indiana law firm office
with an elder law area of practice specialty

**Seeks Full-time
Experienced and Qualified
Paralegal**

to assist with Estate, Medicaid and Trust Planning.
Skills in office management and marketing support will
be an added plus.

Candidates must have legal field experience. Candidates must be able
to work well with clients and have excellent verbal and written
communication skills, as well as,
advanced computer skills.

Duties include managing and maintaining
client files; working with estate and Medicaid planning documents;
attending client conferences and meetings; working closely with
attorneys and handling attorneys' case loads and client files.
Candidates should possess independent thinking skills, as well as,
excellent time management abilities and be able to handle cases and
work loads with minimal instruction and oversight from attorneys.

Hourly wages determined by work experience and education. Benefits
include small office environment, medical and 401(k).

Please send resume to:

HR Manager
108 W. Michigan St.
LaGrange, IN 46761