



## **LEGAL SECRETARY/OFFICE ASSISTANT**

Join our growing Firm:

Fredericks Peebles & Morgan LLP (FPM), is a fast growing nationwide law firm dedicated to the representation of American Indian tribes and organizations.

Our Winnebago, NE office has an immediate need for an experienced Legal Secretary/Office Assistant.

The right candidate will:

- Assist and support attorneys by organizing and maintaining client files, completing legal research, drafting and proofreading correspondence, scheduling and preparing for client meetings, scheduling attorney appointments, and updating and preparing reference materials
- Manage day to day office operations. Responsibilities include yet are not limited to: Greeting and assisting visitors, clients, and vendors; Monitoring office procedures; Resolving issues and implementing changes to enhance overall operations; Ordering and/or purchasing supplies; Troubleshooting computer and office equipment issues/problems;
- Serve as a notary public
- Assist with special projects

Requirements include:

- 3 – 5 years clerical experience, prefer in a Law Firm setting
- Prefer associates degree with law-related coursework
- Knowledge and understanding of legal terminology and elementary legal procedures
- Excellent communication skills including verbal, written, and listening skills; Superior interpersonal skills; Proven record of maintaining a positive attitude
- Organized; Detailed; Flexible; Accurate; Reliable and dependable
- Proven ability to work independently; Problem-solver
- Ability and willingness to do whatever it takes to meet tight and unexpected deadlines
- Expert computer skills including Word; Excel (create and maintain complex spreadsheets); PowerPoint; Electronic Court Filing (ECF) system

- Proficiency in using standard office equipment

Your contributions are rewarded with a “Total Compensation” Package including a competitive salary, bonus potential and excellent benefits

E-mail your resume and a cover letter including salary requirements today to:

Ann Hacker; [ahacker@ndnlaw.com](mailto:ahacker@ndnlaw.com)

Director of Human Resources

Position open until June 30, 2017