

Are you looking for a job that keeps you close to home and family and can be a rewarding career choice? Being a legal assistant at Norton, Wasserman, Jones & Kelly may be just what you want. We are a well-established law firm on S. Santa Fe in Salina and can offer you job security. Many employees have found the work mutually beneficial and have stayed long-term.

Our firm is looking for a few more legal assistants. Our legal assistant positions are full-time and permanent. Our starting hourly rate is flexible and depends upon your qualifications, but you will start no lower than \$16 per hour. The working environment is business casual, and our dress code is the same. Our office hours are Monday through Friday from 8:00 AM to 5:00 PM, with an hour break at noon. The need for overtime is minimal, and it is never mandatory. Our benefits package includes:

paid vacation and sick leave

partially paid health insurance

paid disability insurance

and a 40(k) plan

No training specific to the field is required, but a basic understanding of networked personal computers is. Good communication skills, both verbal and written, are desired. We prefer typing accuracy over speed. A good vocabulary is a plus, and a good attendance record is imperative. Confidentiality is of the utmost importance. Candidates must be willing to leave what they see and hear at this job in the office each evening. There is some transcription of dictation required. Good phone etiquette is a must. We use an industry-specific software program and will train on-site how to use that software. A successful candidate isn't afraid to ask questions when they need to. There is always someone available to answer those questions. We strive to set each new candidate up for success.

If this sounds like it might be a position you wish to explore in more detail, please send your inquiry to Pam at paw@nwjklaw.com.