Job Opening

Job Title: Legal Assistant/Paralegal

Location: 309 N. Main Street, Pocahontas, Iowa 50574

Job Type: Full-time

Company: Murray Law Firm, PC

About Us:

Murray Law Firm is a respected and dynamic law firm with offices in Cedar Rapids and Pocahontas. In the local Pocahontas office, we specialize in providing exceptional real estate and probate representation. We strive to provide excellent client service and uphold the firm’s reputation for professionalism and integrity.

Qualifications:

* Paralegal certificate preferred.
* Previous experience working as a legal assistant or paralegal in probate and real estate law is highly advantageous.
* Strong understanding of probate procedures, real estate transactions and related legal documentation.
* Excellent written and verbal communication skills, including the ability to communicate effectively and professionally with clients and attorneys.
* Strong organizational skills, attention to detail and the ability to prioritize work effectively.
* Proficiency in Microsoft Office Suite and other relevant tools for document management.
* Adherence to ethical and professional standards in the legal field
* Ability to work collaboratively with attorneys, paralegals and other staff members.

Compensation:

The salary for this position will be competitive and commensurate with experience and qualifications. In addition to the base salary, we offer a comprehensive benefits package, including health insurance, retirement plan and paid time off.

How to Apply:

Interested candidates should submit a resume, cover letter and references to nmurray@murraylaw.legal