

Established Plaintiff's Personal Injury Law Firm in Peoria is looking for a highly motivated full time legal assistant/paralegal. Applicant will work directly with attorneys on all aspects of injury cases, from pre-litigation/claims, through discovery and up to and through trial. Attractive compensation and room for growth.

Responsibilities (include but not limited to):

- Interaction with clients, insurance adjusters, opposing counsel and doctors.
- Manage attorney calendars, schedule meetings and maintain itineraries.
- Manage and maintain firm databases and case materials to ensure all information is up to date.
- Draft, proof and manage legal documents and correspondence.
- Order and track medical records and bills, police and ambulance reports, etc.
- Paper filing/Electronic Filing for Peoria County and Federal courts.

Qualifications:

- High organizational and time-management skills.
- Strong oral and written communication skills.
- Ability to multitask and prioritize in a fast paced environment.
- 1-3 years experience working in field for Plaintiff or Defense attorneys preferred but not required

Starting Compensation is based on experience.

Send resume to or contact Jeff Green at jgreen@jeffgreenlaw.com for further information.