



## **POSITION AVAILABLE**

### **Legal Assistant/Paralegal**

- Employer:** SITZMANN LAW FIRM LTD  
231 W FRANKLIN ST  
APPLETON, WI 54911  
[www.sitzmannlaw.com](http://www.sitzmannlaw.com)  
920.733.3963 / fax 920.666.0444
- Duration/Usual Hours Per Week:** 40 Hours Per Week  
M-F 8am-4:30pm
- Compensation Package:** Hourly rate, Depending on qualifications  
Performance reviewed annually for potential wage increase  
Paid time off: After probationary period, earns Paid time off, Paid Holidays  
Health Insurance (100% employer paid premium)  
Dental Insurance  
Retirement & Financial: Profit Sharing
- Experience/Qualifications:** **REQUIRED SKILLS:**
- Office experience
  - Skilled with Microsoft Word and Outlook
  - Type at least 50 wpm
  - Word processing and general computer skills
  - Excellent problem-solving skills
  - Communication skills
  - Personable
  - Organized
  - Multi-tasker
- DESIRED SKILLS:**
- Legal experience
  - PCLaw experience
- Duties and Responsibilities of the Job:**
- Secretarial duties utilizing legal terminology, procedures, and documents
  - Efficiently manage tasks assigned by Attorneys in fast paced work environment
  - Prepare legal papers and correspondence, such as summons, complaints, motions, and subpoenas in the areas of civil litigation, real estate, banking, probate, guardianship and estate planning.
  - Document preparation, transcription and typing, outside "errands" (mail, filing documents, etc.), office meetings, online work (e.g. Circuit Court efilng, pacer, IRS forms, infopro, etc.), copying, answer telephones and preparing messages, office filing, maintain library, general organization, maintain attorney schedules, continuing legal education, opening files
- How To Apply:** Send a Resume and Cover letter to Attorney Sara Micheletti via email [sara@sitzmannlaw.com](mailto:sara@sitzmannlaw.com). Please include realistic compensation expectations