



September 5, 2011

We currently have one job opening:

**1. Construction Litigation/Real Estate Paralegal:** We have a potential temporary to permanent placement opportunity for a construction litigation/real estate paralegal. This is a full time position Monday thru Friday working 8:30 a.m. to 5:00 p.m. The law firm is located on the north side of Indianapolis. They would prefer a candidate with a paralegal degree but someone who is also willing to perform some secretarial/administrative-type tasks when required. Above all the firm is looking for someone who is a good worker and personable. The start date is ASAP. There are 5 attorneys in the office with 1 paralegal and 1 office manager/secretary. The office dress attire is business casual. After 90 days of permanent employment, you would be offered major medical benefits and 401K. You should have experience or be willing to learn how to self-perform the following tasks:

- Summarizing legal documents
- Performing records research
- Review and organize documents
- Performing legal research
- Checking legal forms for accuracy
- Preparing correspondence
- Drafting legal documents
- File pleadings with the various courts
- Help attorneys with trial preparation
- Review title commitments and surveys
- Willingness to help out staff with various duties

The following skills are required:

- Good communication skills and ability to talk to clients
- Good writing skills
- The ability to prioritize and work under a tight schedule
- Proficient computer skills
- In-depth knowledge of legal terminology and principles
- The ability to analyze legal documents for accuracy

For all of the above positions, Home Front Legal Services LLC provides free long distance for work related calls, voice mail and email accounts. We will also pay one half of your internet connection bill, up to \$25, for each month in which you work from home for more than 25 hours.

Interested applicants may apply on our website: [www.homefrontlegal.com](http://www.homefrontlegal.com).