



October 18, 2011

We currently have three job openings:

- 1. Temporary Onsite Legal Secretary:** We have a client who is seeking a temporary onsite legal secretary. The length of the assignment is one week, October 26, 2011 – November 2, 2011 while an employee is on vacation. The office is located in downtown Indianapolis. The work hours are Monday through Friday 8:30am – 5:30pm. The client needs someone to answer phones, transcribe and prepare documents, and e-file documents. Their practice areas are labor/employment law, workers' compensation, social security disability, and ERISA matters. The client prefers someone that has 1 year law firm experience. The office attire is business casual. The firm has 5 attorneys and 2 paralegals. It is possible that all the attorneys will need assistance during the assignment. The hourly pay rate for the temporary work will be determined based on the experience of the candidate selected.
- 2. Temporary Onsite Legal Secretary/Office Manager:** We have an opening for a temporary onsite full-time (Monday through Friday, 8:30am – 5:00pm) legal secretary/office manager at a small Carmel, IN firm to fill in for an employee who will be on vacation. The length of the assignment is one week, October 31- November 5, 2011. The client will also require 2-3 hours of paid training on October 27, 2011. The duties include general legal secretary duties, including transcription, and some office manager duties. The firm's practice areas are litigation and transactions. Prior legal secretary experience is required. The office attire is business professional. The hourly pay rate for the temporary work will be determined based on the experience of the candidate selected.
- 3. Temporary Onsite Legal Secretary:** We have an opening for a temporary onsite full-time (Monday through Friday, 8:30am – 5:00pm) legal secretary/paralegal at a small Kokomo, IN firm. The firm has 2 attorneys and one secretary/receptionist. The position has the potential to become permanent in the near future. The duties include general legal secretary duties, including but not limited to, transcription, greeting clients, answering phones and other duties as needed. The firm's practice area is mainly plaintiff's personal injury cases. ***At least one year of prior legal secretary and personal injury experience is required.*** The office attire is business casual. The hourly pay rate will be determined based on the experience of the candidate selected.

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.