

## **Mendez Law Group PLLC**

**Position:** Part-Time Legal Assistant with the possibility to turn full time and move up to Paralegal.

**Availability:** Preferably Monday, Wednesday, and Friday from 10am to 2pm, but we can be flexible on times, including evenings. Schedule can be flexible. Days can also be flexible, but we do need at least 3 days a week. Hours can also be flexible depending on the workload that the applicant is willing/available to take on.

**Requirements:** Reliable internet connection to work remotely, ability to type above 50 wpm, knowledge of how to use Gmail, have Microsoft Word and Excel, and Adobe preferred but not required. Alternative to be able to open pdf documents is required.

We are looking for someone who wants flexibility in their schedule, work from home, and wants to start and grow their career in the legal field. Our firm primarily civil cases focused on personal injury, wage claims, and also criminal defense having to do with DUI's. We would like someone who already possesses basic legal assistant duties such as file organization, emailing, time entries, and assisting the attorney with dictated entries. Ideally, we would also like to have someone that has some legal writing abilities, but we are prepared to provide training. Spanish speaking and writing preferred.

**Hourly rate:** \$25-32 depending on experience.

Resumes can be sent to [infomendezlaw@gmail.com](mailto:infomendezlaw@gmail.com).