

Kent Criminal Defense Law firm is seeking an entry level Legal Assistant /Paralegal to join their team.

Responsibilities of the Legal Assistant/Paralegal include:

- Providing support to attorney's
- answering phones and putting clients in contact with their attorneys
- Recording and filing documents with the court
- Managing document scanning and filing documents and update client files

Compensation will include a starting salary of \$15 per hour for the first 90 days, increased to \$19 per hour with full medical benefits after the probationary period.

Please send resume to Sandie@sbmhlaw.com