



Des Moines Elder Law, PLLC

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Des Moines Elder Law, PLLC is looking for a candidate just beginning, and isn't 100% sure what area they will go into. The departments in this firm include Estate Planning, Probate, Guardianship, Trust, Real Property Transactions, Corporations, Litigation, and Appeals

An ideal candidate would possess the following qualifications:

- A. Skills in accounting, bookkeeping, Excel, or similar platforms
- B. Ability to produce computer graphics and expertise for charts, diagrams, visuals
- C. Ability to process routine document necessary to track records (scan the documents, rename the documents, bates number the documents, and then review and categorize the documents)

The position would start out with document processing, then learn how this firm's system works and the importance of documentation in the law firm environment.

Beginning pay is \$19 / hour (may vary based on experience)

Full-time insurance benefits offered; Part-time (less than 30 hours) no insurance benefits offered

If interested, please apply by emailing your resume and cover letter to Saphronia Young at Saphronia.Young@rm-law.com