



POSITION AVAILABLE
EVENING
LEGAL ADMINISTRATIVE ASSISTANT/
SECRETARY
Posted 4-18-2014

Kennedy & Graven, Chartered, established in 1973, is a 33 attorney law firm practicing in the areas of municipal law, public finance, school law, and real estate. This position is at our main office located in downtown Minneapolis. Please visit www.kennedy-graven.com

The position is full-time with a preferred schedule of 1:30 p.m. to 9:00 p.m. However, there is some flexibility in this regard and a different schedule or working less than 5 days a week can be considered. If you have such circumstances, please address this when you apply.

A significant amount of experience and skill in Microsoft Word is preferred. General skill in computer applications is important. Secretary-related education or secretarial experience (legal or non-legal) is strongly preferred.

Tasks for this position include:

1. Word Processing with Microsoft Word, including at times extensive use of footers, page breaks, page numbering, reformatting, document edits, insertion of images, creation of multiple versions, redlining versions.
2. Work with PDFs and Adobe Acrobat.
3. Transcription work from tape or electronic dictation.
4. Variety of miscellaneous administrative and secretary tasks as they arise.
5. Answer phones via night chime after 5:00 p.m. and occasional back up reception work before 5:00 p.m.
6. Some general filing duties.

The salary for this position is competitive with similar positions in the Twin Cities area such as evening word processor. Benefits include paid vacation, paid sick leave, health insurance, dental insurance, life and disability insurance, and 401(k) contribution.

To apply: Send cover letter and resume to Neil Simmons, Administrator, Kennedy and Graven, Chartered at nsimmons@kennedy-graven.com or mail to: 470 U.S. Bank Plaza, 200 South Sixth Street, Minneapolis, MN 55402 or fax to 612-337-9310.

Kennedy & Graven, Chartered is an equal opportunity employer and will give equal consideration to all qualified applicants, regardless of their race, color, creed, religion, national origin, sex, disability, age, marital status, ancestry, sexual preference, or status with regard to public assistance.