

Part-Time Legal Office Clerk

The law firm of Johnson, Heidepriem & Abdallah, LLP, is one of the most experienced firms in the area of litigation in all of South Dakota. The law office of Johnson, Heidepriem & Abdallah, LLP, located in Sioux Falls is one of the few law firms in the state of South Dakota that devotes nearly 100% of its practice to litigation, trials and appeals.

Johnson, Heidepriem & Abdallah, LLP, is looking for a professional individual with an interest in the legal field. We also would require this person to be detail oriented and self-motivated with the ability to maintain confidentiality, work in a busy, fast-paced environment and prioritize assignments.

Responsibilities:

- Operate general office equipment
- Provide clerical support to staff
- General housekeeping duties w/light to moderate lifting
- Daily delivery runs to other firms and businesses (must provide own transportation)

Hours 2 pm – 5 pm (Monday – Friday)

Salary Negotiable

Please Contact:

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