



SCARBOROUGH
LAW OFFICE, LLC

130 S. 2ND STREET • ODESSA, MO 64076
(816) 230-5550

NOW HIRING

LEGAL ASSISTANT/SECRETARY

Scarborough Law Office is in need of a Legal secretary or legal assistant for a growing general practice law office in Odessa, Missouri. Basic required duties will be answering phones/returning calls; setting appointments/calendar management; dealing with client inquiries; interaction with court clerks; drafting letters and various communications with clients and other law offices; filing. Job duties may vary depending upon the qualifications/experience of the person hired. Current notary.

Any experience level may be considered but the following are considered preferred experience: Prior law office experience, including personal injury, family law, and other civil litigation, including knowledge of legal processes and drafting/filing experience, public sector/local government, and estate planning. Experience with Clio is a plus.

This position will initially be part-time, with potential for growth with the office. Final job title, pay, and schedule will be DOQ.

If interested please forward a resume by email to scarboroughlawoffice@gmail.com, with the subject line “Legal Assistant.”

For further questions feel free to email the address above, or call directly at (816) 230-5550.