

The Law Firm of Watkins Calcara is currently hiring a full-time legal assistant. Duties relate to the Firm's Estate Planning files. Responsibilities include providing administrative support to attorneys, daily file management, word processing, filing court documents and handling daily office correspondence. Previous legal experience not required. The firm will provide training. Applicant must be a self-starter and work well with others as well as the ability to prioritize and manage multiple projects in a busy environment. Computer experience required.

Benefits include paid single Blue Cross Blue Shield health/dental insurance. Paid vacation and major holidays. SIMPLE retirement plan and Cafeteria plan. Hours are Monday - Friday, 8:00 a.m. to 5:00 p.m. Please submit resume along with salary history and references to – Watkins Calcara, Office Manager, Box 1110, Great Bend, KS 67530