

JOHN E. TROJACK
TROJACK LAW OFFICE, P.A.
ATTORNEYS AND COUNSELORS AT LAW
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JOB DESCRIPTION: PART-TIME FILING ASSISTANT.

We are a small law firm with one practicing attorney and two paralegals. Our focus is on estate planning—wills, trusts, probate, conservatorships, and guardianships. We serve clients with respect for the human person and provide estate planning from a Catholic perspective. Currently, we are in need of part-time student help to assist us in managing our files. This opportunity starts at 10 hours a week at \$15 per hour.

Duties:

- Keeping clients files in order using a consistent filing system.
- Filing legal documents and correspondence.
- Scanning files.
- Keeping track of office supplies and keeping them in order.
- Other assignments as the head of the firm requests.

Qualifications:

Have a high sense of honesty, have excellent moral character and ethical standards, and be well-grounded in the Catholic faith.

- Be detail oriented.
- Be prompt.
- Have organizational skills.
- Work in a professional manner.
- Follow office dress code.
- Be proficient in Microsoft Word and Outlook.

To apply:

By email, send cover letter, resume, and names and telephone numbers for three references to:

John.Trojack@TrojackLaw.com