The Ludwig Law Firm, PLC is looking for a paralegal or legal assistant to start as soon as possible. If anyone knows of a candidate in Central or West Little Rock, please pass this information along.

Salary is negotiable based on qualifications. Interested candidates can send their resume and compensation requirements to kyle@ludwiglawfirm.com.

High energy and work ethic mandatory! Candidate must have excellent English and writing skills and be proficient in basic computer programs.

Job Duties, Responsibilities and Qualifications

- Review medical documents and summarize content;
- Process lawsuits, probate, subpoenas, correspondence;
- Management of cases, lawsuits, discovery, etc;
- Aid attorney with drafting and reviewing correspondence, answer to lawsuits and demands;
- Respond to information requests and subpoenas;
- Aid attorney with internal and external meetings, settlement conferences and court proceedings;
- Procurement of new cases;
- General office responsibilities—Phone calls/ copies/ mail.

Kyle Phillip Ludwig | Attorney

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