



Job Posting: Thursday, January 26, 2017

Murphy Desmond S.C.

Office Location:

33 E. Main Street, Suite 500

Madison, WI 53703

Position:

BILINGUAL LEGAL ASSISTANT

Full-Time

Murphy Desmond S.C. is hiring a full-time Bilingual Legal Assistant for the Immigration Practice Group in our downtown Madison, Wisconsin office.

Qualifications and Skills

- Candidate should be fluent in Spanish and English, both spoken and written.
- Must have the ability to handle a high volume of work with high accuracy and attention to detail.
- Strong computer, typing, phone, communication, organizational, multitasking, writing, editing, translation skills.
- Interest in and basic awareness of immigration issues.
- A positive attitude, self-motivated, and a professional demeanor are essential to be successful in serving our fast-paced immigration group.
- Bachelor's Degree in relevant field is required.

The firm has an excellent benefit package including health insurance, free parking, paid holidays, and 401K.

Please submit a cover letter, resume, and writing samples in both English and Spanish to office manager Kathy Brickl at kbrickl@murphydesmond.com.

About Murphy Desmond

Murphy Desmond S.C. was founded in 1931, and has nearly 40 lawyers who practice in a wide variety of legal areas for businesses, individuals and families. The firm has offices in Madison, Janesville, and Appleton to serve clients throughout Wisconsin. In addition, Murphy Desmond has a Bilingual Legal Services Team of attorneys and staff who are fluent in Spanish to assist our Latino clients. Please visit www.murphydesmond.com or www.abogadosenwisconsin.com for more information about our firm.