

AUSTIN KIPPLEY PLC

NOW HIRING

Job Title: Legal Assistant

Location: Rock Rapids, Iowa

Job Type: Full-time

We are seeking a highly organized and detail-oriented **Legal Assistant** to support our attorneys in the daily management of cases. The ideal candidate will be a proactive problem-solver who excels at managing multiple priorities and meeting deadlines.

Duties include but are not limited to drafting, formatting and editing legal documents using Microsoft Office, keeping cases organized, online court filing, managing schedules and general office duties including answering phones, managing emails and filing.

- **Benefits Include:**

- Paid Time Off (PTO) and paid holidays
- 401(k) retirement plan

How to Apply

Please submit your **resume** and a **cover letter** outlining your experience to **info@lyoncountylaw.com** or drop off at front desk.