

## LEGAL ASSISTANT

Legal Assistant is needed for a small but busy law firm. AMA Law Group, PLLC is looking for a legal assistant with great organizational skills, strong work ethic and ability to multi-task in a fast paced work environment.

Responsibilities include but not limited to answering phones, communicating with clients, insurance companies, medical providers, opposing counsels, prosecutors, and the courts. The assistant will also be responsible for drafting letters, motions, filing documents with the court, and other administrative duties.

Preferred qualifications include fluency in Somali language, excellent oral and written communication.

Legal Assistant will work in the areas of personal injury (auto accidents, medical malpractice, slip and fall and more), immigration, criminal, social security and family law. Other responsibilities include office administration.

This is a great opportunity for anyone interested in the legal field. Please send your resume or cover letter to [info@amalawoffice.com](mailto:info@amalawoffice.com) or contact our office located at 1113 E. Franklin Ave, Suite 104 Minneapolis, MN 55404.