



## **POSITION STATEMENT – LEGAL ASSISTANT**

### **ADAMS LAW, PLLC**

40 WEST PIKE STREET  
COVINGTON, KENTUCKY 41011  
859-394-6200  
www.adamsattorneys.com

Contact: Joseph A. Fuerst  
Office Administrator  
[jfuerst@adamsattorneys.com](mailto:jfuerst@adamsattorneys.com)

Position: Legal assistant

**ADAMS LAW, PLLC** is a well-established, full-service law firm with offices in Covington, Kentucky, serving clients in Kentucky and Ohio. The firm's attorneys have been providing unparalleled legal services in Kentucky and in the Greater Cincinnati region for more than 125 years. Our entire legal team is focused on ensuring the highest quality representation while maintaining trust with positive results for every client that we serve.

Adams Law, PLLC is proud to offer a full range of legal services to meet any legal challenge, including business representation, litigation, government practice, estate planning and probate, employment law, commercial litigation, and real estate.

Adams Law, PLLC seeks qualified employees for the firm's professional support staff. The firm seeks bright, capable legal assistant for position working with attorneys and paralegals in a stimulating professional environment with experience in general civil litigation, business litigation, insurance defense and family law practice.

Technical proficiency, multitasking, flexibility, willingness to learn a must; prefer at least 5 years legal experience; PC, keyboard, transcription, MS Office, and DMS proficiency essential. Position will fully support attorneys in busy practice group.

Send cover letter, resume and salary requirements to the Office Administrator, 40 West Pike Street, Covington, Kentucky 41011 or via e-mail to [jfuerst@adamsattorneys.com](mailto:jfuerst@adamsattorneys.com).

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