

# SULLIVAN LAW

A PROFESSIONAL CORPORATION

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## Job Opening

- Position:** Paralegal Trainee, full-time
- When:** Immediately
- Where:** Sullivan Law (mindenlaw.com)  
Minden, NV 89423
- Starting Rate:** \$12.95/hr with benefits after probationary period
- Duties:** Process insurance claims, order medical records and bills, and perform basic office functions
- Required Skills:** Applicant should have excellent computer skills, be comfortable answering the office telephone and greeting clients, social media knowledge (Facebook, Twitter, Instagram, etc.) a bonus!

Email resume and references to [lapple@mindenlaw.com](mailto:lapple@mindenlaw.com)



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