Law Offices of Mark A. Wells

Street Address: 417 E. Canedy Street Springfield, IL 62703

Email Address: lamadigan@comcast.net

Agency Contact: Lisa Matchett

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
Our office is located in downtown Springfield, and consists of one attorney and a paralegal. We practice personal injury and workers compensation.

Before starting his own law firm, the attorney, Mark Wells, served as an Assistant States Attorney and as an Assistant Public Defender.

Internship or Job Description
Highly developed writing, communication and organizational skills.
- Ability to meet deadlines and adapt quickly to changing deadlines.
- Knowledge of the Microsoft Office products, including Word and Excel.
- Familiarity with using computers for organizing and maintaining documents.
- Strong communication skills and the ability to document and present information to attorneys.

Responsibilities include maintaining case files, working with clients, requesting and reviewing medical records and related correspondence, preparing correspondence and legal documents, and answering and responding to telephone calls.

For this position, we may consider a graduating student who might be interested in an internship which has the possibility of developing into a full time position.

Basic student learning anticipated
Unlike an internship experience in a large law firm, because we are a small firm, a student from your school would be able to gain experience in all aspects of the litigation process.

Hours per week: 30

Number of weeks: 8-16

Position Available: Summer, Fall

Updated: April 2013