

INQUIRIES

Attorneys

At Keating Muething & Klekamp we expect our lawyers to demonstrate the fundamental values that have sustained us over the past 55 years. We hire the best and brightest individuals to enhance the success and integrity of both our firm and clients. Highly qualified candidates are encouraged to send their resume and cover letter to KMK for consideration, regardless of our currently posted opportunities. If you are applying through our Lawcruit site online, please indicate your Practice Group preference.

You may send your application through e-mail to lawcareers@kmklaw.com or directly through Lawcruit by clicking [here](#).

Legal Secretaries

Keating Muething & Klekamp hires experienced legal secretaries. MS Office XP/2007 skills are preferred. Excellent typing, grammar, and spelling skills are required. We provide an extensive training program, and we offer a salary commensurate with experience and an excellent benefits package.

For additional information, please contact Lori S. Moser, Director of Human Resources: lmoser@kmklaw.com or 513.579.6556.

Administration

Keating Muething & Klekamp's administrative staff includes human resources, business development and marketing, accounting, library, central files, receptionists, word processing, and information technology. The Administrative staff provides leadership, knowledge, and experience throughout the firm in a wide variety of services.

For additional information, please contact Lori S. Moser, Director of Human Resources: lmoser@kmklaw.com or 513.579.6556.

Information Technology

Keating Muething & Klekamp's information technology department supports all computer and electronic aspects of the firm to facilitate its business needs within the legal industry.

For additional information, please contact Richard E. Wills, Chief Information Officer: rwills@kmklaw.com or 513.579.6588.

Messenger Clerks

Keating Muething & Klekamp utilizes messenger clerks year round to assist with daily office clerical duties. Some of the duties include preparing and scheduling conferences, copying and faxing documents, sorting and distributing mail, as well as a number of other wide ranging office duties as directed.

For additional information, please contact Kathy L. Stanley, Manager of the Clerks Office: kstanley@kmklaw.com or 513.639.3817.