

LEGAL ASSISTANT

Position:

- To assist attorneys in delivery of legal services to clients.
- Full-time with overtime as required by attorney workload, salary DOE

Preferred Qualifications:

- Any of the following:
 - Certified Legal Assistant certificate or graduate of legal assistant study program;
 - Bachelor's degree plus six months in-house training as legal assistant; or
 - Two years in-house training as legal assistant.

General job responsibilities:

- File management tasks, such as:
 - Draft and file legal documents, e.g. pleadings and Deeds
 - Summarize depositions, interrogatories, and testimony
 - Request, organize, and summarize medical records
- Create Excel spreadsheets for financial information
- Intake for call-ins seeking legal assistance
- Sort, scan, file incoming mail
- Communicate with court officials/attorneys/other office personnel as directed
- Maintain attorney calendars, such as scheduling appointments or court dates
- Draft and send correspondence; transcribe attorney dictation
- Client contact – client interviews and maintain general contact with clients
- Conduct investigations and documentary research
- Office hospitality, such as refreshments for guests and other duties as assigned

Frequently used office technology:

Microsoft Office; Adobe; Worldox document mgmt; Juris Time-Keeping; dictation system.

Other qualifications:

Pro-active; comfortable with computer work/Microsoft Office programs; trainable in new office technology; proficient communication skills, grammar rules and spelling; attentive to detail; ability to keep clear head amid periods of increased task volume; willing to assist other staff.

To Apply:

Applications available at <https://bantzl原因.com/careers>. Send cover letter, application, and resume to attorneys@bantzl原因.com. Any offer of employment contingent on results of background check. Applications will be immediately considered. Position will remain open until filled.