

LEGAL ASSISTANT

We are seeking an experienced full time Legal Assistant for our busy law firm. The ideal candidate will provide professional clerical and administrative support for his/her attorneys. The assistant may also perform a variety of routine tasks which do not require the expertise of the attorney(s). The assistant functions under the general supervision of the attorney(s) and Office Manager in Little Rock. Qualified candidates handle a high volume work load efficiently and accurately, and must be comfortable in a fast-paced working environment.

ESSENTIAL JOB DUTIES:

- Preparing a variety of supporting legal documents related to the attorney(s) area of responsibility. The Assistant is responsible for proofreading and spell checking all documents.
- Performing a variety of clerical duties, including furnishing office supplies as needed.
- Maintaining the attorney/client appointments calendar, activities and reports for attorneys, and making arrangements for travel, meetings, etc. as necessary.
- Transcribing dictation; revising and producing final correspondence.
- Running New File Memos and Conflicts Checks as required with the Firm's systems for each new file opened by attorney(s).
- Maintaining all new documents and executed documents in the Firm's systems to share as "private" or with others in the Firm as needed.
- Maintaining confidentiality in both assistant's workspace and attorney(s) offices.
- Verifying and/or keying the attorney(s) client billing time in Elite.
- Proofreading and spell checking the attorney(s) billing as required.
- Photocopying correspondence, legal documents, and other material as required.
- Opening and maintaining files for which attorneys are currently primary attorney. Becoming familiar with the location of other files with which attorney is involved so that file copies of each document and/or letter can be directed to the appropriate assistant.
- Providing temporary clerical support for other attorneys when their assistants are absent and assisting with overflow work as necessary.
- Other duties as assigned.

Mitchell Williams is an Equal Opportunity Employer

QUALIFICATIONS:

- Equivalent of high school education
- 4+ years of relevant, on-the-job legal experience
- Experience in Estate Planning and litigation preferred

SKILLS:

- Ability to adhere to policies such as confidentiality.
- Ability to be on time; impeccable attendance.
- Stable employment background.
- Strong computer skills and ability to learn and effectively use computer legal software.
- Excellent typing, grammatical and proofreading skills.
- Must possess a high level of professionalism and interpersonal skills
- Must possess attention to detail, ability to balance multiple projects.
- Must have ability to reason and apply common-sense understanding to situations encountered.
- Ability to process routine functions while being able to resolve sensitive issues and complex assignments utilizing above average critical thinking skills.
- Ability to work overtime as needed.
- GREAT attitude!

Qualified interested parties may apply and upload their resumes on our website at <https://www.mitchellwilliamslaw.com/Upload-Resume>.

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