

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. Qualified candidates handle a high volume work load efficiently and accurately, and must be comfortable in a fast-paced working environment. Qualified candidates are those who are self starters and enjoy being challenged.

QUALIFICATIONS:

- Equivalent of high school education
- 2+ years of relevant, on-the-job legal experience

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 software including legal office software
- Excellent typing and proofreading skills
- Must possess a high level of professionalism and interpersonal skills
- Must possess attention to detail, ability to balance multiple projects, and strong time management skills
- Must have ability to reason and apply common-sense understanding to situations encountered
- Ability to process routine daily 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!