

Legal Assistant

Mitchell Williams is seeking an experienced full time Legal Assistant for our busy and growing law firm. The ideal candidate will have excellent organizational skills to be able to manage their work load efficiently and accurately. Candidate must demonstrate the ability to handle highly sensitive and confidential information in a professional manner.

Job Responsibilities, including but not limited to:

- Prepares a variety of supporting legal documents related to the attorneys' area of responsibility. The Assistant is responsible for proofreading and spell checking all documents.
- Performs a variety of clerical duties, including furnishing office supplies as needed.
- Maintains a log of appointments, activities and reports for attorneys, acting as receptionist, and making arrangements for travel, meetings, etc. as necessary.
- Transcribes dictation; revises and produces final correspondence.
- Maintains confidentiality in both assistant's office and attorneys' offices.
- Prepares and distributes daily timesheets for each attorney.
- Handle monthly proforma review and edits, forwarding monthly invoices to client.
- Photocopying correspondence, legal documents, and other material as required.
- Opens and maintains files for which attorneys are currently primary attorney. Becoming familiar with 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 person.
- Schedules conference rooms for client/office meetings as requested.
- Provides temporary clerical support for other attorneys when their assistants are absent and assisting with overflow work as necessary.
- Performs other duties as required

Qualifications

- The equivalent of a high school education.
- Two or more years on-the-job legal experience.
- The ability to type at least 60 wpm.
- Excellent spelling and grammatical skills.
- Proficient in Microsoft Word and Adobe Acrobat Professional.
- Must have strong interpersonal communication skills.
- Must have excellent organizational ability.
- Must be able to handle highly sensitive and confidential information in a professional manner.

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- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all times.
- Must be capable of maintaining regular attendance.
- Must meet all local health regulations, pass post-offer drug test, and pass post-employment physical exam, if required.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.

To apply, visit mitchellwilliamslaw.com/careers. For more information, contact our Director of Human Resources Melissa Trelfa at 501-688-8838 or mtrelfa@mwlaw.com.