

## Job description

Our firm is seeking a full-time & a part-time legal administrative assistant/paralegal for a position available at our Southpointe Office in Canonsburg, PA.

All communication for this job posting should be done via job boards & email. No calls please.

### Qualifications:

- High school or equivalent (Required)
- One year administrative office experience (Required; Bachelor's degree may substitute for experience)
- Legal Administrative Assistant: 1 year (Preferred)
- Paralegal: 1 year (Preferred)

### Position Summary:

Seeking part-time (although could transition into full-time) legal administrative assistant/ paralegal to provide clerical, legal, and general assistance and support to attorneys and other office staff. They will also be required to maintain positive relationships with all attorney, staff, clients & vendors as well as professionally and ethically handle confidential client and firm data.

### Required Skills:

- Knowledge of general legal & Court procedure in Western PA Counties
- Experience with preparation of various Legal documents
- Proficiency with Microsoft Word
- Strong organizational capabilities with attention to detail
- Excellent written & verbal communication skills
- Friendly and professional with clients & staff
- Must excel in time management & multi-tasking
- Ability to follow directions

### Preferred Skills:

- 1 year professional legal experience
- Knowledge of SharePoint

- Experience with dictation

**Primary Duties & Responsibilities:**

- Provide support to assigned attorney and staff
- Edit & format legal documents & correspondence into final form, proofread, copy, fax, scan, mail, etc.
- Process incoming and outgoing mail
- File/e-file documents with courts and/or agencies
- Manage data and prepare documents & presentations as needed
- Organize and maintain client files and Firm's form files in a manner consistent with firm practice
- Assist with transition to paperless office
- Maintain contact information for existing and new clients. Properly establish new clients and matters into the Firm's management system
- Maintain calendars and schedule meetings/appointments
- Answer a multi-line telephone system, take/email messages, and transfer calls efficiently
- Other duties as assigned

Qualified applicants - please forward your resume, cover letter, and salary requirements.