Legal Assistant/Paralegal - TURUTRICE & ASSOCIATES, LLC

Introduction: Be a part of a great team that loves serving the local community. We are a general practice law firm that is actively involved in many aspects of the local community and local and county governments. You will never get bored working for us, as our practice is vast and touches on virtually all areas of the general practice of law. Experience is preferred, but we are willing to teach and help develop your skills in various areas, while also sustaining a healthy work-life balance.

Legal Assistant/Paralegal Responsibilities:

- Assists and supports lawyers with their work as needed.
- Enhances attorney effectiveness by providing information-management support and representing the attorney to clients and others.
- Welcomes guests and clients by greeting them in person or on the telephone, and by answering or directing inquiries.
- Coordinates case preparation and generates documents and pleadings by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Reads, researches, reviews, verifies, and routes correspondence, reports, and legal documents.
- Drafts, revises, and edits letters and other written documents, and collects and analyzes information.
- Organizes in-person and virtual client conferences and attorney meetings by scheduling couriers, court reporters, expert witnesses, and other parties, and by coordinating preparation of charts, graphs, and other courtroom visuals.
- Input monthly client expense reports and generates revenues by documenting and inputting attorney billable time and reimbursable expenses, preparing invoices, and tracking payments.
- Maintains attorney calendars by planning and scheduling conferences, teleconferences, dispositions, and travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; and anticipating changes in litigation or transaction preparation requirements.
- Represents attorneys by communicating on their behalf and obtaining information, following-up on delegated assignments, and knowing when to act and when to refer matters to an attorney.
- Maintains client confidence by keeping client/attorney information confidential.
- Develops and maintains filing and retrieval systems, as well as digital archive systems.
- Records and documents meeting discussions, maintains transcripts, documents, and maintains evidence.
- Maintains office supplies by checking stocks, placing and expediting orders, and evaluating new products.
- Ensures operation of equipment by completing preventive maintenance requirements and calling for repairs.
**Work Hours and Salary Range:** Work hours are 8:30 a.m. to 4:30 p.m. This position receives a 30 minute paid lunch, each day to be taken between Noon and 1:00 p.m. Salary is competitive based on experience. Benefits include paid time off and medical insurance stipend after probationary period.

**Legal Assistant/Paralegal Required Skills:**

- Documentation skills
- Excellent time management skills and consistent punctuality
- Organizational skills
- Ability to plan both virtual (e.g., Microsoft Teams) and in-person meetings
- Office experience
- Strong verbal and written communication skills for both internal relationships and client relationships (telephone, e-mail, video conferencing, and in-person)
- Integrity and discretion
- Computer skills and typing skills
- Working knowledge of Microsoft Outlook, Word, and Excel
- Ability to learn new processes and navigate new systems (such as case management through Practice Panther software)
- Ability to work well with others

**Additional Qualifications:**

- Must be 18 years of age or older
- High school diploma
- Ability to pass a background and drug test

**Preferred (but not required) Education, Experience, & Licensing Qualifications:**

- Associate’s degree and/or paralegal certificate
- Notary certification
- Previous legal experience

Applicants should send their materials to lane@lmtlawyer.com. A resume is required. Applicants may also include 2-4 references.

If you are an extremely dedicated, motivated individual who loves being part of a “Team”, please apply