



## **JOB DESCRIPTION**

**Job Title:** Litigation Legal Assistant

**FLSA:** Non-Exempt

**Reports to:** Litigation Department Head

**Summary:** This is a member of the litigation group and provides support to attorneys and paralegals in litigation, foreclosure, and covenant enforcement cases.

### **Job Duties:**

- Review client documents, prepare demand letters, and necessary follow up;
- Pretrial/trial prep, trial notebooks, exhibits, discovery, combining/extracting documents electronically;
- Review documents from client and prepare liens for attorney review;
- Download pleadings from Court and save to WD, including batch downloads;
- PM calendar templates, at issue and pretrial;
- Workflow/procedure for Notice of Rep. by Attorney in Small Claims Court;
- Open new files and close files electronically;
- E-filing pleadings with Courts and e-record documents with counties;
- Initiate, respond, maintain communication (written/verbal) with clients;
- Copy, scan, file and send out correspondence and documents for mailings;
- Obtain status of public trustee foreclosures/bankruptcies and update database;
- Maintain status report for open cases and calendar all deadlines for attorney;
- Maintain and update task list on each file, contact managers to keep files updated;
- Edit proformas at the direction of Attorneys and printing to adobe;
- Other duties as assigned; and consistent and on-time attendance required.

### **Qualifications:**

- At least 2 years of office experience plus 1 year of law firm experience preferred.
- Strong computer skills including Outlook and Word. Experience in some type of case management and billing software a plus.
- Must be able to interact and communicate with individuals at all levels of the organization, including attorneys, management, and coworkers.
- Strong communication skills are critical, including electronic communication skills, with an ability to focus on attention to detail on behalf of the team.
- Able to work in fast-paced environment with multiple tasks and demands.
- Excellent grammar, spelling, editing, and writing skills a plus.
- English Proficiency – speaking, reading, and writing.

### **ADA:**

- Must be able to remain in a stationary position for long periods of time.
- Must be able to focus on computer screen for multiple hours at a time.
- Must have ability to reach over head to file and lift in excess of 10 pounds.

\*Nothing in this job position restricts management's right to assign or reassign duties and responsibilities to this job at any time.\*

**BENEFITS:**

Benefits are provided to full-time employees as more fully described in summary plan descriptions for our various benefit plans. For more information or to obtain current summary plan descriptions, contact the Chief Operating Officer. The Firm reserves the right to modify or eliminate benefits at its discretion, with or without notice. Benefits currently offered include, but are not limited to:

- Medical insurance
- Health Savings Account
- Dental insurance
- Vision insurance
- Short-term disability insurance
- Long-term disability insurance
- Life insurance
- AD&D insurance
- 401(k) with employer contribution
- Profit-sharing plan

**SALARY RANGE:**

Employee salaries are reviewed annually by Management. Salary adjustments are effective January of each year or at other such time as determined by the Firm. Employees are eligible for meritorious bonus consideration which timing and amounts are at the discretion of Management. This is a non-exempt, hourly-paid position with a base compensation range of \$35,000-\$50,000 per annum.