

Depew Gillen Rathbun & McInteer LC

Legal Assistant/Paralegal Job Summary – Oil and Gas Experience Wanted!

We are seeking a full-time experienced and reliable Legal Assistant to join our growing legal team. In this position, you will work alongside our attorneys and clients. Your job duties include performing relevant legal research, preparing legal documents and redlines, drafting correspondence, filing documents, organizing and maintaining the office's filing system. On a daily basis, you will also be responsible for general administrative tasks, such as answering phone calls, responding to emails, and scheduling meetings. Our ideal candidate has at least one year of experience in a law firm and is proficient with Microsoft Office.

Legal Assistant/Paralegal Duties and Responsibilities

- Provide administrative support to lawyers and enhance office effectiveness
- Prepare the first drafts of memos and other legal documents
- File and record legal documents with Courts and Government entities
- Schedule appointments, maintain a detailed calendar and monitor deadlines
- Maintain and organize files; update files with case status and information

Legal Assistant/Paralegal Qualifications

- Prefer 1+ years of experience
- Familiarity with legal procedures and terminology
- Proficient with Microsoft Office
- Strong communication and organizational skills
- An ideal candidate would have experience with drafting of estate planning documents and probate pleadings, as well as familiarity with real estate title and corporate law.

Salary is commensurate with experience. We offer a 401(K) plan with corporate contribution after 1 year of employment. Paid holidays, paid time off, long term care and health insurance are part of our compensation package.