

## **LONG LAW OFFICE, PC**

Long Law Office is in need of a legal assistant to assist us in expediting client projects and delivering efficient, timely and favorable results.

POSITION: LEGAL ASSISTANT, FULL TIME

SCHEDULE: MONDAY-FRIDAY, 8AM-4PM, CLOSED ALL COUNTY HOLIDAYS

The ideal candidate will exhibit high standards of document production quality, showcase excellent communication skills, possess the ability to take initiative to assist teammates, consistently demonstrate the ability to prioritize daily tasks, and will be able to continuously and reliably protect client confidentiality. A strong ability to take charge and meet tight deadlines will ensure your success in this role.

### **Responsibilities are those typical to a legal assistant and include:**

- Assist in front-line telephone communication for the office
- Assist in front desk greeting and client intake
- Preparation of legal documents, letters, trial exhibits
- Court Filing (in person and online)
- Ensure continuous file organization based on office protocol
- Calendar management for 1-3 attorneys
- Provide ad hoc support around office as needed

### **Qualifications:**

- Must exhibit strong typing skills.
- Must possess abilities to self-start, problem solve, and multitask
- Strong interpersonal, customer service, and communication skills
- Proficiency in Microsoft Office suite
- Resumé required.
- We are looking for individual talent which can be developed to fit the needs of a fast-paced law office. No previous direct legal assistant experience is required, but it is helpful.

**APPLY METHOD - DM @ <https://www.facebook.com/Long.Lawyers/> for details**

**\*Further communications will take place via email \***

**\* Interviews will be held for qualified candidates \***

**\*POSITION EXPECTED TO BE FILLED WITHIN 1-3 WEEKS \***