



The Richmond office of Kaufman & Canoles seeks a qualified **Legal Assistant** to perform a variety of administrative duties in support of three attorneys. Candidates must possess a minimum of three years' relevant legal experience, proficiency in Microsoft Office 2016, and typing skills at a level of 65 WPM. The ability to establish and maintain effective working relationships and excellent interpersonal and communication skills are essential.

RESPONSIBILITIES:

- Delivers superior client service and acts as liaison between clients and the attorneys by maintaining continual communications via email, telephone, and in person
- Follows up with clients regarding status of cases, appointments, billing, etc.
- Serves an important role by handling potential clients in a confident, professional manner and with a high level of comfort
- Works effectively in a team environment with primary attorneys and legal assistants and, at times, with other attorneys
- Prepares routine correspondence, forms, agreements, employee handbooks, letters, and other related documents
- Maintains attorneys' calendars; schedules and follows up on all appointments (i.e. courts, clients, case work, and potential clients). Arranges and schedules client appointments, meetings, and conference calls
- Responsible for ensuring timely filing with the courts and assisting attorneys in preparation for court appearances. Maintains court schedule and other case deadlines
- Opens, organizes, maintains, and closes paper and electronic client files
- Creates binders to organize and index all documents for a particular case
- Prepares and sends billing statements monthly
- Inputs timekeeper data
- Makes travel arrangements

- Reviews and sorts mail

QUALIFICATIONS:

- High school diploma or equivalent required
- Minimum of three years' law firm experience or a combination of relevant work and educational experience
- Proficient in Microsoft Office 2016, time and billing software, dictation/transcription software, and document management software. Typing at a level of 65 WPM
- Demonstrated understanding of legal terminology
- Familiarity with state and federal court procedures
- Exceptional verbal and written communication skills and the ability to be at ease when dealing with clients, potential clients and other staff
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response
- Ability to establish and maintain effective working relationships with clients, potential clients, attorneys, co-workers, and other outside professionals
- Operational knowledge of standard office equipment including copier, scanner, and telephone
- Exceptional organizational skills with the ability to multi-task and meet tight deadlines
- Proven meticulous attention to detail and proofreading skills
- Demonstrated proactive approach to problem-solving with strong decision-making capability

BENEFITS:

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices.

Please submit resume and salary requirement.