

The Williamsburg office of Kaufman & Canoles seeks a qualified Legal Assistant to provide secretarial support to its Trust & Estate attorneys. Our attorneys have earned a reputation for outstanding legal services to clients in all aspects of litigation. We hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

RESPONSIBILITIES:

1. Prepares routine correspondence, estate planning binders, reports, and other documents.
2. Interacts with clients and court personnel in person and via telephone and email.
3. Arranges and schedules appointments, client meetings, and conference calls.
4. Maintains files, sub-files, and calendars.
5. Arrange for signing of tax returns by various attorneys and clients
6. Inputs timekeeper data.
7. Reviews, sorts, and dates mail.
10. Performs a variety of other administrative tasks as assigned.

QUALIFICATIONS:

1. High school diploma or equivalent required.
2. Minimum of three years' relevant work experience as a trust & estate assistant in a professional office setting.
3. Proficiency in Microsoft Office 2016, time and billing software, dictation/transcription software, and document management software.
4. Typing at a level of 60 WPM.
5. Operational knowledge of standard office equipment including copier, scanner, and telephone.
6. Demonstrated understanding of legal terminology.
7. Exceptional organizational skills with the ability to multi-task and meet tight deadlines.
8. Proven meticulous attention to detail and proofreading skills.
9. Demonstrated proactive approach to problem-solving with strong decision-making capability.
10. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response.
11. Expert level verbal and written communication skills.
12. Ability to establish and maintain effective working relationships with clients, attorneys, co-workers, and other outside professionals.

BENEFITS:

We offer competitive salary and a comprehensive benefit 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 and decisions.