

KAUFMAN & CANOLES

attorneys at law



Kaufman & Canoles is a highly respected corporate law firm with eight offices located throughout Virginia and North Carolina. We are well established in the legal community, with an excellent reputation with the judiciary as well as other attorneys. We have built our reputation on quality client services. We promote a culture of teamwork and a “can do” attitude. We keep abreast of changes in the law, we are readily accessible, and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

Kaufman & Canoles is seeking a **Legal Assistant for its Williamsburg location**. This is a full-time opportunity.

RESPONSIBILITIES:

- Acts as liaison between current and potential 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.
- Prepares routine correspondence, pleadings, discovery documents, reports, letters, compliance and ethics handbooks, contracts, and other documents.
- Maintains attorneys’ calendars; schedules and follows up on all appointments (i.e., docketing case deadlines, courts, clients, case work, and potential clients).
- Responsible for ensuring timely filing with the courts and assisting attorneys in preparation for court appearances. Maintains court schedule and other case deadlines.
- Performs electronic filings.
- Opens, organizes, maintains, and closes paper and electronic client files.
- Creates binders to organize and index all documents for a particular matter.
- Inputs timekeeper data.
- Performs a variety of other administrative tasks as assigned.

QUALIFICATIONS:

- Bachelor's degree preferred.
- Minimum of three years' relevant work experience in a professional office setting or a combination of relevant work and educational experience.
- Proficiency in Microsoft Office 2016, time and billing software, dictation/transcription software, and document management software. Typing at a level of 65 WPM.
- Proven meticulous attention to detail and proofreading skills.
- Exceptional organizational skills with the ability to multi-task and meet tight deadlines.
- Excellent verbal and written communication skills.
- Ability to work successfully within a team environment.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Demonstrated proactive approach to problem-solving with strong decision-making capability.
- 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, attorneys, co-workers, and other outside professionals.

BENEFITS:

We offer competitive compensation and a comprehensive benefit package. Benefits include medical, dental, life insurance, 401(k)/profit sharing, paid time off, and 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.