

KAUFMAN & CANOLES

attorneys at law



The Newport News office of Kaufman & Canoles seeks a qualified Legal Assistant to perform a variety of administrative duties. Candidates must possess a minimum of three years' relevant work experience or a combination of relevant work and educational experience, proficiency in Microsoft Office 2016, and typing skills at a level of 65 WPM. Exceptional organizational skills and meticulous attention to detail are essential

RESPONSIBILITIES:

- Prepares routine correspondence, estate planning documents, and other documents.
- Maintains attorney calendars and contacts.
- Arranges and schedules appointments, client meetings, and conference calls, and assists in preparation of those meetings/calls.
- Interacts with clients, court personnel and other professionals in person and via telephone and email.
- Assists in administration of estates and trusts, including preparing documentation for and scheduling appointments with probate clerks, gathering and organizing documentation and drafting reports to be filed with the Commissioner of Accounts.
- Assists in formation of limited liability companies and corporations, including drafting corporate documents and filing electronically with the Virginia State Corporation Commission.
- Assists with drafting pleadings and filing with the Court, both on paper and electronically
- Assists in preparing for court hearings and trials.
- Arranges for signing of tax returns by clients, assembles documentation to be included with tax returns and files.
- Opens, organizes, maintains, and closes paper and electronic client files.
- Inputs timekeeper data.
- Operates standard office equipment, including personal computer, dictation equipment, copier, scanner, and telephone.
- 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 legal assistant. Preferred experience in one of the following areas of law Trust & Estates, Corporate Law and Litigation.
3. Proficiency in Microsoft Office 2016, time and billing software, dictation/transcription software, and document management software.
4. Exceptional organizational skills with the ability to multi-task and meet tight deadlines.
5. Proven meticulous attention to detail and proofreading skills.
6. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response.
7. Expert level verbal and written communication skills
8. Typing at a level of 60 WPM.
9. Operational knowledge of standard office equipment including copier, scanner, and telephone.
10. Demonstrated understanding of legal terminology.
11. Demonstrated proactive approach to problem-solving with strong decision-making capability.
12. Ability to establish and maintain effective working relationships with clients, attorneys, co-workers, and other outside professionals.

BENEFITS:

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, vision, 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.