



Kaufman & Canoles Family Law practice seeks an experienced **Legal Assistant** to perform a variety of administrative duties in support of attorneys. Candidates must possess a minimum of three years' relevant work experience, proficiency in Microsoft Office 365, 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:

1. Delivers superior client service and acts as liaison between clients and the attorneys by maintaining continual communications via email, telephone, and in person.
2. Follows up with clients regarding status of cases, appointments, billing, etc.
3. Prepares routine correspondence, form pleadings, discovery documents, reports, and other documents.
4. Arranges and schedules client appointments, meetings, and conference calls.
5. Maintains files and sub-files.
6. Creates binders to organize and index all documents for a particular case.
7. Prepares and sends billing statements monthly.
8. Inputs timekeeper data.
9. 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 with family law or litigation background preferred.

3. Proficiency in Microsoft Office 365 and document management software; typing at a level of 65 WPM.
4. Operational knowledge of standard office equipment including copier, scanner, telephone, and dictation equipment.
5. Demonstrated understanding of legal terminology.
6. Exceptional organizational skills and the ability to multi-task, prioritize competing responsibilities, and meet tight deadlines.
7. Proven meticulous attention to detail and proofreading skills.
8. Strong oral and written communication skills and the ability to maintain strict confidentiality.
9. 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.