

Paralegal/Legal Assistant

Job Description:

Our Manassas Law Firm needs an experienced Legal Assistant/Legal Secretary/Paralegal. This is a very busy, fast-paced office, and we need help with our administrative workload.

Candidates must be able to multitask, prioritize assignments, meet deadlines, and follow directions. They will have extensive contact with clients experiencing high-conflict, emotional situations, so they must have strong communication skills and excellent interpersonal skills.

Candidates must also be able to work independently or within a team. Punctuality and dependability are also necessities.

Responsibilities include:

- Organizing files
- Contacting clerk's offices
- Opening and closing the office
- Receptionist duties, as needed
- Assisting attorneys with trial preparation
- Faxing, scanning, and copying documents
- Booking initial consultations and taking payments
- Serving as the liaison between attorney and client
- Scheduling conferences, mediation, and depositions
- Drafting pleadings, motions and letters for attorneys
- Answering calls from prospective and existing clients
- Drafting letters to court, counsel, clients, and other parties
- Maintaining client files on the firm's case management system
- Maintaining effective communication with clients and attorneys
- Maintaining family law client files, including managing deadlines
- Arranging for courier services, court reporting, and service of process
- Scheduling all hearings, trial dates, order dates, appointments, and ticklers

Requirements:

- Ability to conduct legal research
- At least two years of family law experience
- Completion of the Attention to Detail test as part of the application process
- Proficiency with Apple Pages, Apple Numbers, Microsoft Word, Excel, Outlook, Dropbox, MyCase and Google Calendar

Job Type: Full-time

Pay: (Salary commensurate with experience.)

Work Location: In office, Monday to Friday

Benefits:

- 401K
- Paid holidays
- Medical/dental/vision combined insurance
- Paid time off, including sick and vacation leave
- To be considered for this position, please submit your resume and cover letter

Benefit Conditions:

- Waiting period may apply
- Only full-time employees are eligible