

CAREERS

**JOB TITLE:**

Administrative Assistant

FLSA:

Non-Exempt

DEPARTMENT:

Various

REPORTS TO:

Attorneys and Paralegals

As one of the nation's largest plaintiffs' litigation firms, Motley Rice advocates for the rights of workers, families, consumers and investors and aggressively seeks justice for people and institutions harmed by wrongdoing and negligence. Our Firm has played leadership roles in some of the most significant cases to ever go through U.S. courts. We have the experience and depth of knowledge to take on innovative, cutting-edge litigation across a variety of practice areas.

We have **Administrative Assistant** opportunities with several of our practice groups currently and are seeking experienced professionals to join our dynamic team and be part of a firm where your legal support skills will make a significant impact on our firm's success and reputation in the legal industry!

WHAT YOU'LL DO: (Essential job duties that employee must be able to perform unassisted or with some reasonable accommodation made by the employer)

Perform a variety of functions to assist paralegals and attorneys in representing their clients fairly and efficiently, which may include:

- Typing memos, re-type notes, and sending out necessary documents and emails; producing copies as needed
- Converting draft correspondence, memoranda, reports and other documents into typed format
- Reviewing, sorting and dating mail; maintaining files
- Answering, screening, and directing telephone calls appropriately
- Assisting in preparing for and setting up of meetings. Preparing reports and minutes for meetings
- Research and a moderate level of communication with co-counsel, paralegals and other legal staff
- Performing routine office correspondence, completing forms and documents, maintaining records and files

WHAT WE'RE LOOKING FOR:

- High school diploma required.
- One (1) to two (2) years of progressively responsible work experience; experience in a legal setting preferred
- Ability to organize and prioritize numerous tasks and complete them under time constraints
- Must be able to proofread typed material for grammatical, typographical and spelling errors
- Strong working knowledge of MS Word, Outlook, and Excel
- Ability to communicate and work well with a variety of people

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

WORKING CONDITIONS:

Overtime is possible and may be expected in order to perform the essential functions of the position. Work is performed in a normal heated and/or air-conditioned office environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer. No applicant will be limited or excluded from consideration for employment on any basis prohibited by local, state or federal law. We participate in e-verify.