

**JOB TITLE:**  
Legal Assistant/Paralegal

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Various

**REPORTS TO:**  
Senior Paralegal

**SUMMARY:**

Under general supervision performs a variety of administrative and legal duties. In addition to case management and case typing, filing, performing duties such as correspondence with clients & co-workers, conduct interviews with clients/family members to obtain additional information needed for the file, reviewing medical records, and working on special projects. Independent judgment is required to plan, prioritize, and organize diversified workload. Training will be provided on items specific to department and cases.

**MINIMUM REQUIREMENTS:**

- High school diploma required. Bachelor's degree in related legal field preferred
- One (1) to two (2) years of progressively responsible work experience
- Ability to organize and prioritize numerous tasks and complete them under time constraints
- Strong working knowledge of MS Word, Outlook and Excel
- Previous customer service/office experience in a professional environment background a plus
- Ability to communicate and work well with a variety of people
- Ability to operate standard office equipment, including personal computer, copier, facsimile, telephone and dictation machine

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

“Essential duties” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Copying and scanning documents into database system(s)
- Data entry of case file information into database system(s) and/or Excel spreadsheets
- Speaking with clients/coworkers to gather information for the case
- Drafting letters
- Working with excel spreadsheets
- May review medical records

**WORKING HOURS:**

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

**WORKING CONDITIONS:**

Work is performed in a normal heated 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. EOE. We participate in e-verify.*