

CAREERS



JOB TITLE:
Paralegal/Legal Assistant

FLSA:
Non-Exempt

DEPARTMENT:
Medical

REPORTS TO:
Attorneys

SUMMARY:

Under general supervision performs a variety of administrative and legal duties. In addition to typing, filing, performing duties such as coding documents, correspondence with clients & co-workers, and working on special projects. Independent judgment is required to plan, prioritize, and organize diversified workload. *This position is part-time at approximately 20-25 hours/week and does not offer benefits.*

MINIMUM REQUIREMENTS:

- High school diploma required
- One (1) to two (2) years of progressively responsible work experience
- 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, Excel and excellent typing skills
- 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
- Prior law firm experience preferred
- Experience preparing final copies of court submissions strongly preferred

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.

- Creating, organizing and maintaining Sharefile folders for trial prep. Converting files to PDF format for filing
- Preparing final copies of court submissions (table of contents, table of authorities, etc.)
- Downloading depositions, exhibits, pleadings, expert witness reports, Court orders and other documents for trial prep
- Assisting with filing motions related to case(s)

WORKING CONDITIONS:

Work is performed in a normal heated or air-conditioned office environment.

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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 promise. Motley Rice LLC is an equal opportunity employer.