

Job Title: Legal Assistant

Reports To: Attorney Benjamin W. Whitacre

Salary: \$40,000+ with potential for growth based on experience and performance

Summary: The Legal Assistant provides high-level professional and administrative support to an Attorney specializing in Personal Injury, Probate Law, and Criminal Defense. This role is critical in ensuring the efficient and effective operation of the Attorney's practice and requires a strong work ethic, excellent organizational skills, a commitment to client service, and the ability to handle sensitive and confidential information with discretion.

How to Apply: Please send your resume and a cover letter to Becky Rawlings via email to brawlins@mbmmwlaw.com

Essential Duties and Responsibilities:

- **Client Communication:**
 - Respond to client inquiries and requests in a professional and timely manner.
 - Assist with client interviews and meetings.
 - Schedule and coordinate client meetings.
 - Maintain client contact information and update client files.
- **Litigation Support:**
 - Assist with discovery requests, including the collection, review, and production of documents.
 - Prepare for depositions and trials, including organizing exhibits and assisting with witness preparation.
 - Assist with court filings and other litigation-related tasks.
- **Document Preparation and Management:**
 - Draft and prepare legal documents, such as pleadings, motions, discovery requests, correspondence, and other legal forms.
 - Maintain electronic and physical files, ensuring accurate and organized record-keeping.
 - Conduct legal research and prepare legal memoranda under the supervision of an attorney.
- **Calendar Management:**
 - Schedule and manage attorney calendars, including court appearances, client meetings, depositions, and other legal events.
 - Coordinate travel arrangements as needed.
- **Administrative Support:**
 - Manage billing and timekeeping records.
 - Perform other administrative duties as assigned.

Qualifications:

- **Education:** High School Diploma or equivalent required; Associate degree in Paralegal Studies or related field preferred.

- **Experience:** 2 years of experience as a Legal Assistant or in a related role preferred but not required.
- **Skills:**
 - Strong organizational and time management skills
 - Excellent written and verbal communication skills
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
 - Strong attention to detail and accuracy
 - Ability to work independently and as part of a team
 - Ability to maintain confidentiality
 - Strong ethical and professional conduct

Benefits:

- Competitive salary starting at \$40,000+, with potential for growth based on experience and performance
- Employer-matched 401(k) contributions
- Comprehensive health benefits, including medical, dental, and vision coverage
- Enjoy generous paid time off (PTO) including vacation, sick leave, and personal days.
- Have your own office: Enjoy the independence and focus of your own workspace, even within a thriving firm.
- Work in a variety of settings: Experience the exciting and ever-changing world of law, contributing your skills and passion to make a real difference in various settings
- Opportunity to work directly with clients: Build meaningful relationships and make a real difference by directly assisting clients, understanding their needs, and guiding them through the legal process.
- Make a difference in people's lives: Play a vital role in helping individuals and families navigate complex legal challenges, achieve their goals, and find justice.
- Work in many different areas of law: Explore a diverse legal landscape and find your passion in areas like personal injury, criminal defense, estate/probate law and more.
- Work closely with Attorney: Collaborate with brilliant legal minds, contribute your expertise, and be an integral part of a passionate team.

Note: This job description is intended to provide a general overview of the position. It is not intended to be an exhaustive list of duties and responsibilities. The Attorney reserves the right to amend this job description at any time.