

Legal Administrative Assistant

Position Type: Full time/ non- exempt

Department: Litigation/ Appellate

POSITION SUMMARY

Assisting attorneys with litigation/appellate matters, and handling duties such as attorney phone calls & messages; time entry and billing; scheduling meetings; making travel arrangements; communicating with clients; managing hard copy documents & profiling electronic documents/emails; and distribution of correspondence and legal documents.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Must be highly organized and able to manage multiple concurrent projects
- Excellent knowledge of Microsoft Office, especially Word and Outlook.
- Working knowledge of legal documents, formatting, table of contents, styles, track changes, inserting and labeling pdf documents and inserting into documents and converting pdf documents to Word.
- Experience working with a document management system (iManage experience a plus).
- Experience opening files and running conflict checks
- Knowledge on how to edit & correct brief tables (authorities & contents)
- Experience consolidating PDF documents for creating brief appendices
- Knowledge on what should be included in an appellate brief and how to complete
- Experience filing in both the Texas state court and the federal state court using Pacer
- Experience using Best Authority
- Experience working in a law firm environment
- Experience in both appellate & litigation

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.

