

LEGAL ASSISTANT POSITION DESCRIPTION

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BILLINGS LAW FIRM, PLLC

P: 859.225.5240

Position Title: Legal Assistant
Reports to: Office Manager / Paralegal
FLSA Code: Full-time / Non-Exempt

Position Summary

Legal Assistant with primary responsibility to support law firm attorneys and paralegals while performing various administrative tasks as it relates to litigation and non-litigation activities.

Primary Responsibilities

Legal Assistant is primarily responsible for:

1. Answering phones and directing calls to the appropriate personnel;
2. General office and clerical duties as assigned;
3. Coordination and filing all daily correspondence, pleadings and other client documents;
4. Processing daily mail;
5. Preparation of routine correspondence;
6. Opening, maintaining and updating client files; and
7. Preparation of documents for non-litigation activities of counsel.

Skills and Qualifications

Legal Assistant must possess:

1. Eagerness and ability to learn and develop professionally;
2. Proven organization and time management skills;
3. Excellent verbal and written communication;
4. Keen eye for detail coupled with exceptional proofreading skills;
5. Working knowledge of computers and programs (Microsoft Office, Excel, and PowerPoint);
6. Ability to work independently, as well as part of a team;
7. Ability and desire to work in fast paced environment with minimal supervision; and
8. Basic understanding of the court systems and legal processes.

Educational Requirements and Compensation

1. Associate Degree or Certificate Course in Paralegal Studies; or
2. 2 years of experience in the legal field.
3. Salary and benefits commensurate with experience and skills.

To Apply

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. If interested, please submit a cover letter, resume or CV to:

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