**Law Assistant Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Law Assistant to assist with all phases of case management and handle a variety of cases. The right employee must be friendly, dependable, organized, and detail-oriented, must be good with clients, a self-starter, and can work as a team. Knowledge of calendars, civil rules of procedure, and office management software is helpful. Prior litigation assistant experience is helpful, but not necessary.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Keeps cases organized by establishing and organizing files, monitoring calendars, meeting deadlines; documenting actions and client communication; inputting information into file databases, and confirming case status with attorneys.
* Maintaining contact with people involved in the case and clients, scheduling meetings, preparing and forwarding legal documents, preparing and filing requests, generating status reports.
* Keeps clients informed by maintaining contact and communicating case progress.
* Helping with case preparation by preparing case materials for trial.
* Answering phones and emails promptly.
* Provide administrative support to attorneys and paralegals to enhance office effectiveness.
* All other tasks as assigned by attorneys and/or directors.

### About you

* Reviews files through our internal database
* Reviews hard copies of court files
* Communicates with court staff as necessary
* Conducts research for case files in multiple jurisdictions
* Assists attorneys with the prosecution of contested lawsuits
* Ability to review dockets and the file to assist attorneys with moving the file forward towards resolution
* Prepares pleadings, memoranda, and other legal filings
* Travels to local courthouses for filing and retrieving of essential case documentation
* Provides support on data entry tasks
* Reviews hard copies of court files
* Participates in other activities as assigned

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]