**Legal 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 Legal Assistant to assist the firm with legal administrative duties relating to litigation and supporting attorneys and paralegals in a fast-paced law-firm environment and handling litigation files.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Monitor team activity, implement operational improvements, create reports, and offer general staff support
* Provide assistance, such as writing and editing emails, drafting memos, and preparing communications
* Assist in various tasks related to claimant information processing
* Maintain comprehensive and accurate corporate records, documents, and reports
* Organize meetings, including scheduling and sending reminders
* Use the office CRM to create and present reports and special projects to manager on a weekly basis
* Manage an email box and distribute to an appropriate team member or respond accordingly
* Analyze positive and negative workflow trends and encourage Claim Administrators towards productive workflow trends
* Implement operational improvements, working with the team to execute best practices in structuring an efficient workflow

### About you

* [insert number] years of experience in a Legal role/setting
* Associate's and/or Bachelor's Degree in a related field
* Previous experience with Administrative and Clerical functions
* Knowledge of legal terminology
* Microsoft Office/Suite proficient
* Solid analytical and research skills
* Great interpersonal skills
* Excellent communication skills (written and verbal)
* Strong attention to detail
* Highly organized

### 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]