



## **LEGAL ASSISTANT - BANGOR**

This Bangor-based position supports our busy Trusts & Estates practice. The Legal Assistant will be an integral part of a team delivering legal services to clients of the Firm. In this capacity, the Legal Assistant will assist with document preparation, routine client communication, drafting of work product, and general assistance as needed. Additionally, the Legal Assistant may provide support to other employees on an as needed basis.

Specific responsibilities include the following: strict adherence to attorney ethical guidelines and maintenance of confidentiality with respect to firm clients and firm business operations; editing and copying; organizing and preparing documents, information packets, presentations, exhibits; coordinating monthly billing for assigned attorney (including circulation and monitoring of review prebills by other attorneys and paralegals within the firm), drafting of work product such as letters, wills, trusts, powers of attorney, advance health-care directives, memoranda and other legal documents; organizing and coordinating attorney calendar and workflow; initiating and responding to telephone calls, handling mail, drafting responses to correspondence; reviewing and editing attorneys' time entries, and other related work; coordinating travel arrangements for attorneys; arranging and keeping records of attorneys' CLE sessions; checking for conflicts, opening new matters, creating and maintaining standardized case files, retiring files; scheduling and making all necessary arrangements for meetings, calls, conferences with clients and others; meeting with clients, collecting information; maintaining an electronic docket/tickler system; appropriate follow up with attorneys regarding pending matters and deadlines; doing time entry for work performed when appropriate; staying current on accepted legal secretarial practices; work product and conduct consistent with firm values, policies and procedures; various office support tasks such as filing, assisting with time-sensitive projects in order to meet deadlines, general telephone coverage, office appearance, general reception, and front-desk work; and other duties and projects as assigned. Practice group specific duties and responsibilities include supporting the Fiduciary Committee, drafting estate planning documents, maintaining tickler/task system for estate planning activities, maintaining client wills database, and organizing and maintaining contents of Firm's safes or safe deposit boxes holding original estate planning documents.

A high-school diploma or equivalent is required, and an advanced degree or formal education or certification in legal, paralegal, or related studies, is preferred. The ideal candidate will also have a high degree of accuracy and thoroughness in work product; excellent written, oral communication, proofreading and interpersonal skills; strong English language skills; skilled in the use of modern office equipment and computer technology; demonstrated ability to handle work efficiently and confidentially; ability to be productive in a fast-paced environment and to work under pressure; timeliness and ability to meet deadlines; temperament conducive to collaborative team work and work with employees at all levels; proficiency with Microsoft Office suite; experience with pdfDocs is a plus; and the ability to follow instructions and ask questions when instructions are unclear.

Competitive compensation and benefit package offered. Flexible Benefits Plan includes employee group health, dental, life, short-term and long-term disability insurance, medical and dependent care reimbursement plans, health savings account, and long-term care insurance. In addition, the firm provides a

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generous 401k plan and paid leave policy.

Please submit resumé and professional references in confidence by May 28, 2018, to:

Human Resources  
Eaton Peabody  
PO Box 1210  
Bangor, Maine 04402-1210  
or  
[tbrown@eatonpeabody.com](mailto:tbrown@eatonpeabody.com)

No phone calls or walk-ins please  
Equal Opportunity Employer