

## Legal Assistant - Litigation Bangor, Maine

Eaton Peabody, a Maine-based law firm with attorneys serving New England and Atlantic Canada, is currently seeking applicants for the position of Legal Assistant in our Bangor office.

Eaton Peabody is currently seeking applicants for the position of Legal Assistant in our Bangor office. Responsible to attorneys but primarily assigned to support two busy paralegals doing foreclosures, collections, and general litigation work, the Legal Assistant will assist in the delivery of legal services by employing a variety of administrative and word processing skills, interacting with clients, and answering incoming calls. Other duties will include file management, copying, scanning, calendaring, client billing and general technical support as may be required.

### **Specific Duties of the Legal Assistant will include the following:**

- Secretarial duties in support of the paralegals and attorneys including performing word processing tasks and transcription, as needed
- Opening and maintaining files, performing conflict checks, creating and updating pleading indices; routine filing, and retiring files according to established procedure
- Transcription and drafting of work product as requested, including letters, agreements, memoranda and legal documents
- Scheduling appointments; working with the courts, opposing counsel, clients, and other staff to schedule hearings, depositions, and trials, and to meet filing deadlines
- Assist in maintaining a calendar with all appropriate deadlines, as needed
- Reviewing time entry and managing client billing, as necessary
- Assisting in management of case documents, including use of document management software, as needed
- Electronic filing using the Federal Court USDC ECF system; the Probate Court ezfiling.com system, etc., as needed
- Compiling and organizing exhibits for hearings and trial
- Answering telephone calls
- Opening/handling incoming mail
- Copying/scanning outgoing mail
- Other duties as assigned
- As a member of the team, the individual will be called upon to prioritize work flow and exercise good judgment to make basic decisions in a variety of work situations and share office support tasks including general telephone coverage, office appearance, and filing, with general reception and front-desk work included.

This is a professional position, and the individual must possess knowledge of legal terminology directly related to the areas of general litigation, foreclosure work, and collections. The individual must also be able to manage the desks of the paralegals and attorneys for whom he or she has primary responsibility, be able to work with little or no supervision, and seek direction on unusual or important matters, as appropriate.

### **Qualifications, Skills, Abilities**

The Legal Assistant should possess the following:

- High school diploma or equivalent
- 3 to 5 years of legal experience, preferably in litigation
- Formal education or training in legal or related work is a plus
- High degree of accuracy in terms of work product
- Proficiency with Microsoft Office Suite, including Word and Outlook
- Knowledge of or facility with Excel
- Knowledge of litigation software is a plus
- Excellent proofreading skills
- Strong interpersonal skills
- Skilled in the use of office and computer equipment
- Ability to maintain confidentiality
- Ability to perform multiple tasks simultaneously and efficiently
- Be a good team player and work well with co-workers
- Ability to follow instructions.

Eaton Peabody offers full time employees a competitive compensation and benefits package, including Medical, Dental, Life, Long-term disability, and Long-term Care insurances, Health Savings Account, Flexible Spending Account, 401K with company match and paid parental leave. If you enjoy working in the legal field, come join our growing team.

Please submit résumé and professional references in confidence to:

Eaton Peabody, Human Resources  
PO Box 1210, Bangor, Maine 04402-1210  
or email to  
jbennett@eatonpeabody.com

No phone calls or walk-ins please  
Equal Opportunity Employer