

Legal Assistant - Foreclosure Portland, Maine

Statewide law firm is seeking a Legal Assistant in our Portland location who will be primarily assigned to support an attorney and Paralegal doing foreclosures and will carry out their responsibilities through the use of administrative skills including word processing, file management, copying, 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, transcription and drafting of work product as requested, including letters, agreements, memoranda and legal documents, and retiring files according to established procedure; 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; creating and updating pleading indices; reviewing time entry and managing client billing, as necessary; assisting in management of case documents, electronic filing using USDC ECF system, as needed; compiling and preparing documents for hearings and trial; answering telephone calls and opening/handling mail; controlling/managing paper and electronic documents to facilitate their use and retrieval; and prioritizing work flow and exercising judgment to make basic decisions in a variety of work situations.

A high-school diploma or equivalent is required, and an advanced degree or formal education or training in legal or related work is a plus. The ideal candidate will have three to five years of legal experience, preferably in foreclosure; 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; ability to maintain confidentiality; ability to be productive in a fast-paced environment and to work under pressure; timeliness and ability to meet deadlines; ability to perform multiple tasks simultaneously and efficiently; temperament conducive to collaborative team work and ability to work well with employees at all levels; proficiency with Microsoft Office suite, including Word and Outlook; knowledge or experience with Excel; 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, life and LTD insurance, medical and dependent care reimbursement plans, health savings account, as well as long-term care insurance. In addition, the firm provides a generous 401k plan and leave policy.

Please submit résumé and professional references in confidence by February 28, 2019, to:

jbennett@eatonpeabody.com

No phone calls or walk-ins please - Equal Opportunity Employer