



POSITION DESCRIPTION

LEGAL ASSISTANT

LABOR & EMPLOYMENT - BANGOR

POSITION DESCRIPTION SUMMARY

Responsible to Attorneys, the Legal Assistant will assist in the delivery of legal services by employing a variety of word processing skills, greeting and assisting clients, as well as answering incoming calls, email and appropriate correspondence in a fast-paced, deadline-driven work environment.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Legal Assistant will be an integral part of a team delivering legal services to clients of the Firm for the employment law group, particularly in, but not limited to, immigration matters. In this capacity, the Legal Assistant will be responsible for the support of attorneys and paralegals through the application of administrative skills including word processing, file management, calendaring, docket control, and general technical support as may be required. May support other employees as needed.

Specific Duties of the Legal Assistant include, but are not limited to, the following:

- Duties in support of attorneys including performing word processing tasks, opening and maintaining files and transcription
- Drafting of work product such as letters, agreements, memoranda and legal documents
- Responding to and, where appropriate, initiating telephone calls, handling mail, including responding, where appropriate, reviewing and editing attorneys' time entries, and other related work as required
- Opening cases, creating and maintaining standardized case files
- Meeting with clients, collecting information and scheduling appointments
- Maintaining an electronic docket/tickler system; appropriate follow up with attorneys regarding pending matters and deadlines; researching and filing documents as well as using customized software programs to complete assigned work
- Making travel arrangements consistent with firm policy and attorney needs
- Prioritizing work flow, juggling multiple and sometimes competing priorities, exercising judgment to make basic decisions in a variety of work situations, and maintaining flexibility in day-to-day completion of duties
- Time entry for work performed, when appropriate
- Other duties as assigned

As a member of a work team, the individual will also be called upon to perform and assist others with various office support tasks such as filing, assisting with time-sensitive projects in order to meet deadlines, general telephone coverage, receptionist support, office appearance, etc.

This is a professional position; the individual must possess knowledge of legal terminology directly related to the assigned area of practice. The individual must also be able to manage the desks of other professionals in the practice group during their absence, be able to work with little or no supervision and to refer unusual or important matters for direction.

QUALIFICATIONS, SKILLS, ABILITIES

The Legal Assistant should possess the following:

- High school diploma or equivalent
- A Bachelors degree, or formal education or certification in legal, paralegal, or related studies, is strongly preferred
- Prior professional experience in employment matters, especially in immigration matters, is preferred
- High degree of accuracy in work product
- Strong proofreading skills are critical
- Strong interpersonal skills are critical
- Fast and accurate typist
- Self motivated: must be able to identify next appropriate step and follow through on tasks
- Skilled in the use of office equipment and scanning and computer equipment
- Strict adherence to confidentiality is critical
- Ability to perform multiple tasks simultaneously and efficiently
- Be a good team player and work well with co-workers
- Proficiency with Microsoft Office Suite
- Ability to follow instructions

Interested applicants should send a resume and cover letter to:

Denise Gallop, Human Resources Manager

Eaton Peabody

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