

Elevate Your Career: Legal Assistant Opportunity in a Dynamic Litigation Team at Lyons Gaddis

Join Our Thriving Litigation Group – Full-Time Legal Assistant Position Available

At Lyons Gaddis, we are excited to offer a unique opportunity for a passionate and detail-oriented Legal Assistant to become an integral part of our dynamic Litigation team. This is more than just a job – it's a chance to immerse yourself in diverse and stimulating legal cases, collaborate with a team of professionals who value camaraderie and expertise and grow in a role where no two days are the same.

What We're Looking For:

- A keen eye for detail – your proficiency will shine through in document preparation, email correspondences, court filings, and meticulous proofreading.
- Tech-savvy with a strong command of MS Office Suite, particularly Word and Excel, and proficiency in Adobe within a Windows environment.
- Excellent communication skills – both verbal and written.
- An innate ability to organize, prioritize, and juggle multiple tasks seamlessly.
- Self-motivation and the ability to complete assignments independently with minimal supervision.
- Fast and accurate keyboarding skills.

What You Should Bring to the Table:

- At least 2-3 years of experience in an administrative or support role, preferably within a legal setting.
- A track record of reliability.
- Availability for regular work hours.
- Previous experience with law Tabs/Practice Master software would be a notable advantage.

Your Role Will Involve:

- Typing, proofreading, and editing a range of documents.
- Managing electronic filings via CCES and PACER.
- Keeping track of important dates and deadlines through careful calendaring.
- Engaging with clients over the phone and in person.
- Efficiently filing, organizing, and maintaining client documents and case records.
- Performing various administrative support tasks to ensure the smooth operation of our team.

What We Offer:

- A competitive salary range of \$22-\$26 per hour, commensurate with your experience.
- A comprehensive benefits package alongside a generous 401(k) match.
- A collegial work environment where your contributions are valued and recognized.

Professional references will be requested post-initial interview, and a background check is a part of our hiring process.

To apply, please send your resume, references, and salary expectations to careers@lyonsgaddis.com.

****Application Deadline: November 29, 2023****

Join Lyons Gaddis and become part of a team that is not just practicing law but is dedicated to making a difference. We can't wait to meet our next team member – could that be you?