



Legal Assistant

Location: Old Milton Parkway, Alpharetta GA 30005

Hours: 8am-5pm M-F (full time position)

Required Qualifications:

- Excellent written and verbal communication skills
- Ability to build rapport with employees, clients, court representatives, and able to work within a team
- Experience with Microsoft Suite and Adobe Acrobat
- At least 1 year of experience in family law

Preferred Skills:

- College Degree or working towards
- Ability to prioritize and multi-task
- Detail oriented and extremely organized
- Experience with case management software programs (ActionStep)

Responsibilities:

This position is responsible for providing critical admin support to the legal team. They will assist in a variety of ways, some of which are detailed below. They will also have a minimal billable workload that includes filing, follow up on court documents, etc.

- Filing court documents
- Assist paralegals with follow up on various items including but not limited to signed court documents, documents or communications from clients, etc
- Scheduling/Calendarizing various events and notifying appropriate parties included but not limited to mediation, hearings, attorney or paralegal client meetings, etc
- KPI management

- Responsible for following all processes and procedures in case the firm's client management software and documents/ledgers all activities in the case management software.
- Responsible for ingoing/outgoing mail and faxes.
- Responsible for documenting all expenses in client matter
- Scan all documents; upload to client files
- Filing of hard files
- Closing matters and hard files
- Assists the paralegal(s) and attorneys with additional support as time permits and as needed
- Notarizing various documents