

Legal Administrative Assistant Job Description
Full time (37.5 hours per week) / Benefits

Small law firm seeks an experienced and passionate legal administrative assistant to support a high-volume practice. This position is forward-facing, with both clients and counsel playing a central role in building collaborative relationships within the legal community and earning the trust of our clients. This role requires integrity to maintain confidentiality, excellent organizational skills, a solution-oriented attitude to anticipate needs and achieve positive outcomes as issues arise, and the diligence to work both independently and as part of a team. This position will support multiple attorneys in the practice areas of probate, estate planning, workers' compensation, and some litigation support functions.

The ideal candidate will have some experience working in a legal environment with general capability in the areas of calendar management, document management, file management, firm communications (phone, mail, email, etc.), proofreading legal documents, e-filing systems, collection of medical and employment records, and proficiency in Microsoft Office products and the ability to learn and utilize technology. We seek a candidate who is familiar with legal terminologies and practice, has strong IT capability, and possesses outstanding professionalism in communications with other professionals in the legal community, clients, and within our office.

Required Qualifications:

- 1-2 years of working in a fast-paced legal environment;
- Capacity to manage high case load;
- Exceptional written and verbal communication skills;
- Knowledge of basic legal terminology;
- Proficient in all Microsoft Office products;
- Ability to type 60-80 words per minute;
- Excellent attention to detail;
- Notary Public (or ability to become a notary);
- Strong organizational skills and attention to detail; and
- Letter of Recommendation.

Preferred Qualifications:

- Bachelor's degree or certification as a legal assistant;
- Knowledge of and/or experience in estate and probate legal practice;
- Knowledge of and/or experience with online court filing systems;
- Knowledge of and/or experience in both South Carolina and federal court systems;
- Working knowledge of billing and time keeping;
- Experience collaborating with multiple attorneys and paralegals simultaneously; and
- Experience using dictation and transcription software.

TO APPLY: Please submit your resume and letter(s) of recommendation via email to diane@sctrilattorneys.com.