

Law Offices of Phelan Webber Pettis P.S.

Job Description: Administrative Assistant

Start Date: Immediate

General Description: Position for a variety of administrative assistance and/or entry level legal secretarial support. Practice areas of firm include elder law, long term care planning, estate planning, guardianship and probate and trust administration. Must enjoy working with seniors and persons with disabilities. Need a person who is a quick learner, has strong computer skills, likes variety, is able to work independently, and is pet friendly.

Duties to include: file management, closing files, coordinating client projects, assisting attorneys and other law office staff, serving as back up receptionist, preparing information packets to send to new and prospective clients, dictation, copy projects, meeting with clients to witness document signing, file maintenance, and miscellaneous database projects. Other tasks may include word processing to include form development and document production, run office errands as necessary, marketing projects and backup file clerk.

A dependable car, a valid driver's license, current liability insurance, and financial stability to obtain surety or notary bond is mandatory, as well as Windows computer proficiency. Ability to routinely lift and carry a minimum of 25 pounds is required.

This is a great job for someone in a paralegal training program looking to gain experience in a law firm or someone seeking a legal assistant career in need of a start. It requires a smart, flexible person, with a desire to be a part of a legal team. We are four blocks from Clark College.

If you are interested or know of someone who may be interested please pass this announcement along. Resume, complete job history and a list of three references should be submitted in .pdf format.