



Seeking Legal Assistant - Jefferson, WI

Job Title: Legal Assistant

Position Type: Full-Time

About Us:

Russell Law Offices, S.C. is a growing and innovative law firm committed to delivering exceptional legal services to our clients. As we continue to expand, we are seeking a dedicated and talented Legal Assistant to join our team. We offer competitive compensation and a comprehensive benefits package, making this an excellent opportunity for individuals seeking a rewarding career in the legal field.

Job Summary:

We are looking for a proactive and detail-oriented Legal Assistant to provide essential administrative support to our legal professionals. The successful candidate will collaborate closely with attorneys, other legal assistants, and clients to ensure efficient case management and uphold our commitment to excellence in legal services.

Key Responsibilities:

1. **Case Management:** Collaborate with attorneys to maintain organized and up-to-date case files, including managing calendars, deadlines, and appointments.
2. **Document Preparation:** Create, format, and proofread a variety of legal documents, including contracts, pleadings, and correspondence.
3. **Client Engagement:** Foster strong client relationships by promptly responding to inquiries, providing updates on case progress, and ensuring clients' needs are met.
4. **Filing and Records Management:** Prepare and file legal documents with courts, government agencies, and other entities. Maintain accurate and organized records.
5. **Meeting and Hearing Coordination:** Arrange and coordinate meetings, depositions, and hearings. Prepare necessary materials and ensure smooth proceedings.
6. **Billing and Timekeeping:** Assist in tracking billable hours and expenses, ensuring accurate and timely billing to clients.
7. **Administrative Support:** Provide general administrative support, such as managing incoming calls, scheduling appointments, and handling office correspondence.

Qualifications:

- Education: High school diploma or equivalent
- Experience: Previous experience as a Legal Assistant or in a similar role is advantageous.
- Software Skills: Proficiency in Microsoft Office Suite, legal research tools, and document management systems.
- Communication: Excellent written and verbal communication skills.
- Organizational Skills: Strong organizational and multitasking abilities.
- Attention to Detail: Keen attention to detail and accuracy.
- Team Player: Ability to collaborate effectively in a team-oriented environment.
- Confidentiality: Discretion in handling sensitive and confidential information.

Benefits:

We offer a competitive compensation package as well as a range of benefits, such as:

- Health and dental insurance
- Supplemental insurance
- Retirement savings plan (401k)
- Paid time off and holidays
- Student loan repayment program

Compensation:

\$18-\$24 per hour dependent on prior legal assistant experience.

Join our growing firm and contribute to our mission of delivering exceptional legal services while enjoying the benefits of a rewarding career and great work/life balance. If you are a motivated and organized Legal Assistant looking to advance your career, we encourage you to apply and become a part of our dynamic team.

How to Apply:

Interested candidates should submit their resume, a cover letter detailing their qualifications and interest in the position to nrussell@russelllawwi.com. Please include the position you are applying for in the subject line of your email.