

Job Description: Family Law Legal Assistant

We're looking for an energetic and enthusiastic Family Law Legal Assistant to join our busy, fast-paced team. You'll work closely with our managing attorney, acting as a true partner, handling legal assistant tasks and select paralegal duties. We're looking for someone with a high level of professional savvy, quite personable, and truly enjoys client interaction.

Extremely competitive salary and benefits package, wonderful atmosphere and very team focused group!

Responsibilities include:

- Build and maintain strong client relationships, serving as the liaison between clients and attorneys.
- Draft and manage various documents, including court filings, correspondence, discovery materials, motions, complaints and notes from attorney discussions.
- Prepare client agreements, engagement letters, and closing documents.
- Organize and maintain both physical and digital client files.
- File documents with the court, schedule hearings, and liaise with court officials.
- Provide backup support for answering phones, preparing and distributing mail, greeting clients, and assisting with special projects as needed.

What you'll bring:

- An Associates' degree or relevant professional experience
- Four or more years of successfully navigating family law matters
- A positive approach to work fostering a welcoming and collaborative environment
- A strong commitment to delivering high quality work and achieving positive outcomes

What we're looking for:

- Ability to engage effectively with clients and colleagues
- Reliability, initiative and a drive to contribute to team success