

Legal Assistant



How to figure out which wage laws your own company is subject to,

This legal assistant sample job description can assist in your creating a job application that will attract job candidates who are qualified for the job. Feel free to revise this job description to meet your specific job duties and job requirements.

Description: Legal Assistant

Legal Assistant Job Purpose: Enhances attorney effectiveness by developing case information, evidence, and settlement options; tracking cases; supporting attorney's trial proceedings.

Legal Assistant Job Duties:

- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- Helps develop cases by maintaining contact with people involved in the case; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.
- Keeps clients informed by maintaining contact; communicating case progress.
- Maintains case costs by verifying outstanding balances with attorney, clients, and providers.
- Supports case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
- Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skills/Qualifications: Reporting Skills, Research Skills, Legal Administration Skills, Litigation, Client Relationships, Organization, Planning, Attention to Detail, Confidentiality, Dependability, Client Confidentiality

