Job Description

Legal Assistant/Paralegal/Office Manager

We are seeking a long-term individual to join a law office team. Small but very busy legal practice located in Litchfield County. We are an office that works together as a team to serve our clients, and are looking for a talented, cheerful, multi-tasker that can identify the priorities at hand. Experience is a plus for this position, and there are many aspects to it, but will train the right individual if some tasks of this job description have not been handled before. Hours are flexible, but the office is open to the public from 8 am to 5 pm Monday through Thursday, and 8 am to noon on Fridays.

- Real estate closings and Business Purchase and Sales. This requires independent work, setting up files and working with clients and professionals connected with the transaction. Ability to work calmly under pressure, to set priorities and follow through on tasks, and to report to attorney on issues as they arise to problem-solve. Attention to detail, and ease and accuracy with numbers is a must for this position.
- Case work. Confidentiality and the ability to work with clients that are often highly stressed are critical to this position. In this role, you must work with clients as well as the attorney. Docketing with the court, drafting and filing of pleadings, collecting, analyzing, and organizing evidence and financial data is a big part of tasks of a file. Attention to scheduling and notifying parties of dates, keeping clients and the attorney informed. Tasks could include domestic cases, wills, estate-planning and probate, foreclosure, landlord/tenant, or real estate issues.
- Office management. There is nitty-gritty to operating an office, and ordering supplies, conference-room scheduling, ensuring security of client information, cleanliness, processing credit card and other payments, and all aspects of running an office are part of this job. Banking is also part of this job description. You must have experience using QuickBooks.
- THIS IS NOT JUST A LEGAL POSITION. A number of businesses run from this office; work within each of the businesses is necessary. This job includes a personal assistant aspect with the attorney, as getting tasks done, whether for the law firm, for other businesses operating from this location, or getting the personal schedule of the attorney to work with the other business tasks is necessary. Travel arrangements and miscellaneous personal needs of the attorney are sometimes part of duties. Must like dogs, as a cute small dog is part of the office.

Job Type: Full-time

Pay: $44,000.00 - $48,000.00 per year