

LEGAL ASSISTANT FOR LAW OFFICE
(GLEN BURNIE & COLUMBIA OFFICES)

FULL OR PART-TIME LEGAL ASSISTANT

Growing Law Firm seeking candidates for full and part-time positions on our team. We are looking for an outgoing individual with interests in law with great team skills to work in a fast-paced work environment.

EXAMPLES OF RESPONSIBILITIES:

- Answer phones, schedule clients and court hearings, file preparation, and mail distribution
- Draft pleadings, discovery requests and responses
- E-file with the courts
- Work with all aspects of client management software
- Assist Attorneys with case management and administrative tasks
- All other tasks delegated by Attorneys or supervisors.

SKILLS:

- Great team member
- Excellent customer service attitude.
- Clear communications skills.
- Attention to detail.
- Proofreading, spelling and typing.
- Proficient computer skills including Microsoft Office Suite.
- Strong written and oral communications.
- Critical thinking and research skills

Candidates with relevant job experience preferred, but we are also willing to train motivated individuals who are eager to learn and grow in the role.

Office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. No evenings or weekends. Compensation is commensurate with experience, ranging \$18-\$20/hour.

Please email your cover letter, resume, and sample availability for Ward & Co Law to cward@wardcolaw.com.