

Legal Assistant Job Description

Full job description

Empower your career at Wilson Kester the Empowered Divorce Source. We have openings in beautiful Traverse City, Michigan for a legal assistant who is looking to be part of a successful team. We are looking for highly organized, self-motivated, outside the box thinkers who excel at collaboration with attention to detail, organization, technological skill, interpersonal strengths, as well as oral and written communication skills.

Job Summary

The primary objective of the Legal Assistant role is to support the legal team by ensuring strong document management throughout the organization, and in completing all necessary daily mail filings.

Essential functions

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Daily Documentation Management:** This role facilitates movement of documents from the main office to the appropriate legal team member, and updates case files as directed. Additionally, label, manage and organize client files, including maintaining electronic and physical records.
- **Contemporaneous recording of billable time:** This position is expected to produce 4 hours of billable legal assistant time per full 8-hour workday.
- **On-Site Preparation:** This role is expected to maintain the Trial Preparation, Binder, and Mail Rooms, to manage trial boxes, and to create and maintain hearing binders for the main office legal team.

- **Client Communication:** Communicate effectively with clients in a timely manner, creating a positive and professional impression on behalf of the firm when front facing potential new clients, firm clients, opposing counsel, referral partners, vendors, and the public.

- **Notarization:** This role also performs witness and notary duties at the main office including in support of referral partners as arranged by the firm.

- **Trial Preparation:** This role will assist with trial preparation as requested by the legal teams.

- **Mail Service & Deliveries:** This role completes all legal team deliveries in a timely fashion, including the filing of court documents as instructed, and documents all related tasks in a manner consistent with firm standards.

- **Other Duties:** This position is expected to be flexible regarding tasks completed, and may assist with other general, legal, or administrative tasks as requested.

- **Abstain from provision of legal advice:** In performing of this role, the employee may be asked legal questions by clients. Non-attorneys are prohibited by the Professional Rules of Conduct by the State Bar of Michigan and by the ABA rules of Professional Conduct from practicing law. Consequently, this employee must refrain from offering opinions which could be considered legal advice.

Job Types: Full-time, Part-time

Pay: \$25.00 - \$29.80 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday
- No weekends

Ability to commute/relocate:

- Traverse City, MI 49684: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- Have you graduated from an American Bar Association approved program of study for legal assistance and has a baccalaureate degree?
- Do you have your associate or baccalaureate degree in another field plus not less than two years of in-house training as a legal assistant?
- Do you have a minimum of four years of in-house training as a legal assistant?

Work Location: In person