

Legal Assistant

Evans & Mullinix, P.A.
Shawnee, KS 66217

Job details

Pay

\$35,000.00 - \$50,000.00 per year

Job type

- Full-time

Number of openings for this position

- 1

Schedule

- 8 hour shift

Benefit

- 401(k)
 - 401(k) matching
 - Dental insurance
 - Flexible spending account
 - Health insurance
 - Life insurance
 - Paid time off
 - Retirement plan
 - Vision insurance
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Job description

LEGAL ASSISTANT FOR CIVIL ATTORNEY

Shawnee, Kansas law firm seeking professional, motivated person to join our practice. The firm offers an excellent opportunity with a competitive salary and benefits, including health, dental, and vision insurance, 401(k), and paid time off/holidays. Salary negotiable dependent on skill level and experience in the legal field.

Our well-respected law firm was founded in 1974 and offers a good work environment with the hours being 8:30 to 5:00, Monday through Friday.

The Legal Assistant is responsible for supporting one attorney in litigation practice. Job functions include drafting pleadings and communicating with clients and defendants.

Essential Responsibilities include, but are not limited to:

- Assist in case management of cases, mainly assisting attorney with preparation for court appearances and docket calls
- Responsible for drafting and e-filing pleadings with various courts
- Follow up with court personnel
- Assist attorney with day-to-day tasks

Job Requirements, Qualifications and Skills

- 2-3 years of experience in civil law
- Associates Degree preferred
- Excellent written and verbal communication skills
- Organizational skills
- Paralegal Certificate preferred

- Proficient in use of all Microsoft Office software required

Please email resume to: dianec@emlawkc.com