

## **Legal Assistant Job Responsibilities:**

Enhances attorney effectiveness by developing case information; tracking cases; supporting attorney and being a point of contact for clients.

## **Legal Assistant Job Duties:**

- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database; 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.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

## **Legal Assistant Skills and Qualifications:**

Reporting Skills, Legal Administration Skills, Litigation, Client Relationships, Organization, Planning, Attention to Detail, Confidentiality, Dependability, Client Confidentiality

Email resumes to [mattshipman@bgswlaw.com](mailto:mattshipman@bgswlaw.com).