

Westshore Law Seeks Legal Secretary

Westshore Law is an upbeat, growing, dynamic, three-attorney firm and is currently seeking a new team-member. The ideal applicant for this position must possess the following qualities:

1. Be a team player that takes direction well;
2. Have the organizational skills and efficiency to assist numerous attorneys;
3. Pay attention to detail and deadlines;
4. Be personable and friendly;
5. Present a professional appearance and demeanor;
6. Be proficient in Word, Excel, Adobe, and other software;
7. Be a proficient typist;
8. Have good recall;
9. Follow direction;
10. Be reliable;
11. Be able to work independently when necessary;
12. Enjoy working in a collaborative, team environment; and
13. Have two years' experience as a legal assistant, paralegal, or possess a related degree.

Duties include but are not limited to the following:

1. Drafting letters;
2. Copying;
3. Filing;
4. Answering the phone;
5. Scheduling appointments;
6. Running errands for firm and attorneys;
7. Assisting attorneys with preparation for court hearings;
8. Office management duties;
9. Trouble-shooting technology issues;
10. Creating and organizing client files; and
11. Keeping the office organized.

This position is hourly, Monday-Friday, from 9 AM to 5 PM. It does not offer fringe benefits but does offer many perks. While not required, experience with Medicaid, estate planning, elder law, and probate court is a plus.

All applications will be held in strict confidence. Submit cover letter with hourly-fee requirements and resume to Allison@Westshorelaw.com. We are an equal opportunity employer.

