

## LITIGATION LEGAL ASSISTANT

Mid-size Indianapolis law firm seeks a Litigation Legal Assistant. The ideal candidate is a multi-tasker who enjoys performing intellectually challenging work in a collaborative, team-oriented environment where professional expectations are high, yet possesses a good sense of humor and interacts well with a wide variety of personalities.

### **Qualifications:**

- Minimum of one year of legal assistant experience, preferably as a litigation legal assistant
- Experience E-Filing legal documents
- Knowledgeable about forms and documents required for litigation practice
- Must work well with other professionals in a collaborative manner
- Must produce consistently high quality work

### **Skills needed:**

- Excellent word processing and document management computer skills
- Familiarity with Microsoft Office and Adobe programs
- Attention to detail
- Ability to manage work loads of multiple attorneys and their clients as well as competing deadlines
- Ability to keep files organized
- Ability to work independently with minimal supervision, problem solve and regularly meet internal and external deadlines
- Ability to comfortably and effectively communicate orally and in writing with attorneys, clients, colleagues and others

### **Education/Experience:**

- Bachelor's degree with one or more years previous legal assistant experience, preferably in a litigation practice; **OR**
- Two year college degree, with two or more years previous legal assistant experience, preferably in a litigation practice; **OR**
- High School diploma/GED with three or more years previous legal assistant experience, preferably in a litigation practice