

# LivingstonBarger

BLOOMINGTON • CHAMPAIGN • JOLIET

## Legal Assistant

LivingstonBarger, a growing law firm with 3 offices in Central Illinois, seeks a Legal Assistant for its Litigation Practice Group. This is a full-time position in our Bloomington, IL office. A hybrid work schedule may be considered for the right candidate.

The successful candidate will be detail-oriented, work well with managing deadlines and possess excellent customer service skills.

### Responsibilities

- Correspondence – read and respond to emails accordingly; check and respond to voicemails; open and date stamp mails and respond as needed
- Calendaring – schedule appointments, meetings, depositions, hearings, etc.; send reminders as needed and maintain calendar for assigned attorney
- Dictations – type and prepare dictated letters, correspondence, memos, emails, notices, etc.
- Prepare documents for filing, including copying and mailing
- Billing – familiarize with specific client billing procedures and guidelines; enter time into billing system; run report for unbilled time; follow up on unpaid accounts; run monthly or quarterly statements for clients
- Schedule travel itinerary
- Transfer and save all client related matters to DocMoto, electronic document management system
- Assist with special projects and other tasks as assigned

### Desired Skills and Experience

- Familiarity working in a law firm or legal environment desired
- Proficiency with Microsoft Office suite (Office, Excel, Outlook) is required
- Excellent written and verbal communication skills
- Must possess a high level of attention to detail
- Ability to prioritize deadlines and manage varied tasks in a high-volume environment
- Strong analytical and problem-solving skills
- Ability to maintain confidential information
- Ability to use office equipment (copier, scanner, dictation equipment)
- Associates Degree or Paralegal Certification strongly preferred

Along with competitive salary, we offer benefits including medical, disability, life insurance, profit sharing, and much more. For immediate consideration, submit a cover letter, resume and salary requirements to Joel Philip at [jphilip@lbbs.com](mailto:jphilip@lbbs.com). All qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex.

### About the Firm

As one of the oldest and largest law firms in the Bloomington, IL area, Livingston, Barger, Brandt & Schroeder, LLP (LivingstonBarger) has deep roots in the local community when the law firm was established in 1920. Throughout the course of the intervening 100+ years, our attorneys have had the privilege of representing many businesses and individuals throughout Central Illinois and beyond, providing sound legal advice and assisting clients in achieving their goals.

LivingstonBarger is a multi-discipline practice law firm with attorneys uniquely prepared and experienced to meet the increasingly complex legal challenges of today. The firm promotes a collegial work environment and has fostered a culture of excellence in its 100+ year history.

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LIVINGSTON, BARGER, BRANDT & SCHROEDER, LLP