

LEGAL ASSISTANT

Ogar & Miller is seeking a full-time Legal Assistant to assist with clerical and legal tasks. The successful candidate will be organized, detail oriented, and able to understand/learn legal concepts. Responsibilities include but are not limited to the following:

- Answering phone and greeting guests, and taking accurate messages;
- Proofreading (spelling and grammar) correspondence and documents;
- Preparing some correspondence and case documents;
- E-filing court documents;
- Assist with compiling and organizing discovery responses and trial exhibits;
- Communicating with clients, court staff, and other law offices;
- Other duties as assigned.

The right candidate will have excellent basic office skills (telephone, time/deadline management), as well as the following skills: Computer skills (Microsoft Office, Smokeball, QuickBooks), typing, grammar, spelling, communication skills, customer service skills, organizational skills. Professionalism and discretion are a must.

Prior experience in a law firm or legal department is preferred but not required. Pay commensurate with experience. Please submit your resume, cover letter, and salary requirements to nichole@ogarmiller.com. No phone calls, please. All applications are held in confidence.