Grisham Cummins, LLC

Huntsville, AL 35816

LEGAL ASSISTANT

About the Position

We are seeking a full-time legal assistant to join our team. This is an entry-level position that will help the right individual gain skills and growth.

Responsibilities:

* Assist in the preparation of routine legal documents.
* E-file court documents.
* Conduct property and estate records research.
* Maintain confidentiality of sensitive information.
* Complete administrative duties, such as making copies, scanning documents, answering emails, maintaining legal files, etc.
* Answering phone calls.

Qualifications:

* High school diploma or equivalent.
* Strong communication skills.
* Excellent phone etiquette.
* Good organizational skills with attention to detail.
* Proficiency in Microsoft Office.
* Willingness to learn.
* Speaking Spanish is a plus, but not required.

Schedule:

* Monday-Friday 8:00 am to 5:00 pm.
* No weekends
* No nights

Benefits

* Generous holiday and vacation benefits.

Please submit your resume to Carolina at cmartinez@grishamcummins.com.