Local Law Firm Seeking Full- Time Legal Assistant

We’re looking for an organized, self-motivated individual to serve as legal assistant in our 4 lawyer fast paced law firm that specializes in consumer bankruptcy. Legal experience is a plus but not a must, however, knowledge of basic office skills is certainly helpful.

Position Responsibilities include but are not limited to the following:

* Preparing both Chapter 7 and Chapter 13 petitions
* Drafting and filing various pleadings
* Handling day to day client issues
* Document gathering and organizing
* Keeping up with court dockets and assisting attorney in preparation for bi-weekly motion dockets
* Answering telephone

Desired Requirements:

* Ability to learn and adapt to new software
* Good oral and written communication skills
* Ability to work under pressure
* Strong time management skills
* Basic Knowledge of Word, outlook and Microsoft office

If interested in joining our team, please email your resume to [ccaldwell@bondnbotes.com](mailto:ccaldwell@bondnbotes.com)