LEGAL ASSISTANT
NEEDED IMMEDIATELY

Job Title: Legal Assistant/Secretary

Job Description: Full time legal assistant needed for plaintiff’s firm located in Northport, Alabama. Firm specializes in personal injury cases, Workers’ Compensation claims, Social Security Disability, estate planning, and criminal defense.

Responsibilities include but are not limited to ordering medical records; drafting letters; scheduling attorney calendars; answering phones; taking dictation; assisting with drafting of pleadings, motions and other court documents; making spreadsheets; drafting briefs; organizing and maintaining client files; and gathering information from clients.

Requirements:

- Associates degree or higher
- Excellent righting skills and a mastery of grammar and the English language.
- Proficiency with Microsoft Office; Word, Excel, Outlook, Adobe, Xerox machines and other basic office equipment.
- Strong organizational skills.
- Ability to multi-task in a high pressure environment.
- Ability to type 100 words per minute.
- Excellent communication skills.

The ideal candidate will have prior experience in an office setting and be able to communicate courteously and effectively with clients, court staff, insurance companies and many others over the phone. Second language proficiency is a plus but not necessary.

Must be willing to work Monday – Friday from 8:00 – 5:00 PM. Scheduling may be accommodated under some conditions.

**PLEASE EMAIL COVER LETTER AND RESUME TO THE FOLLOWING ADDRESS**

J. Curry Robertson
Attorney at Law
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