



Chambers Law PLLC – Legal Assistant / Paralegal

Chambers Law is a growing full-service business law firm, with a team of diverse and talented attorneys that are dedicated to helping our clients achieve optimal outcomes.

As a valued team member, you will provide legal support in all stages of litigation, from intake to trial preparation, as well as administrative support (billing, scheduling, and calendaring). Experience with general corporate maintenance and entity formation is a plus.

In this role, you will:

- Provide day-to-day administrative legal support to attorneys.
- Communicate and work with clients, opposing counsel, and employees within the Firm.
- Draft, proofread, edit, and format correspondence, pleadings, discovery, and other documents for accuracy to ensure a high-quality product.
- Assist with time entry, opening new matters, drafting engagement letters and process expense reimbursements.
- Maintain attorney calendars by scheduling appointments, conference calls, meetings, and travel arrangements.
- File legal documents electronically in both state and federal courts.
- Coordinate with attorneys on upcoming dates and deadlines.
- File electronic documents and information promptly and accurately.
- Schedule couriers, court reporters and witnesses.
- Answer telephones and proactively follow up when necessary.
- Provide support and assist other legal assistants with work overflow and vacation coverage as needed.



- Proactively solve problems and provide a high level of customer service to our attorneys and clients.
- May be requested to perform other duties not mentioned above.

Qualifications

3-5 years of legal assistant experience

1-2 years of paralegal experience (preferred)

Bachelor's degree (preferred but not required)

Ability to prioritize and multitask in a busy office

Excellent communication skills, both written and verbal

Detail oriented, problem-solving skills, ability to think outside the box

Experience with capturing time for billings purposes (preferred) and good time management skills

Ability to take initiative

Team player

Excellent organizational skills.

High degree of integrity and professionalism

Skills/Requirements:

Microsoft Office (Word, Excel, Outlook) skills necessary

Qualified candidates should email their resume to recruiting@thechamberslaw.com.