

# LEGAL ASSISTANT

Babst, Calland, Clements and Zomnir, P.C., a Pittsburgh based law firm, is searching for an experienced **Legal Assistant** in its downtown Pittsburgh office.

In this role, the Legal Assistant will be responsible for providing support to Attorneys, Shareholders, and Paralegals, and will work within a team of other Assistants in the Firm. The ideal candidate would enjoy working in a fast-paced, team environment that centers around a client-focused approach.

## **Primary Responsibilities include, but are not limited to:**

- Providing administrative support to Shareholders and Attorneys at the firm.
- Creating and preparing Excel documents; data input and simple formulas, etc.
- Typing pleadings, briefs, correspondence, and proofreading documents.
- Working with PDF documents; convert Word documents to PDF, extracting pages, and creating forms. Working with Word documents; tracking changes, formatting, and printing.
- Preparing and drafting legal documents and correspondence, filing pleadings with courts and administrative agencies, including e-filing.
- Processing new client matters, coordinating new file opening, and maintaining client files.
- Entering, reviewing, and correcting attorneys' time entries.
- Preparing and submitting expense reports, scheduling client meetings, managing calendars, and making travel arrangements.
- Organizing documents and files, preparing files to be sent to off-site storage, and maintaining logs for files sent off-site.
- Provide coverage for the reception desk when needed, answering phones, greeting clients, etc.
- Working collaboratively in a team with other assistants and staff.

## **Skills and Qualifications:**

- Experience working in a law firm is preferred.
- Excellent computer skills; proficiency with Microsoft Office Suite.
- Impeccable organizational and communication skills with close attention to detail.
- Ability to strictly maintain client and firm confidentiality.
- A client-focused attitude, flexibility, and the ability to multitask and manage priorities effectively.
- Ability to work independently, as well as cooperatively within a team.
- A satisfactory result on a post offer, pre-employment background screening.

## **Employee Benefits Include:**

- Health, vision, and dental insurance
- Group life, AD&D, and LTD insurance
- 401(k) Retirement benefits
- Paid Time Off

If interested, please submit your resume to [careers@babstcalland.com](mailto:careers@babstcalland.com).

*Babst, Calland, Clements and Zomnir, P.C. values and strives to be an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, or any other characteristic protected by law.*