

LEGAL ASSISTANT

Babst, Calland, Clements and Zomnir, P.C., is searching for an experienced **Legal Assistant** in its Washington, D.C. 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:

- Provide administrative support to 3 – 5 attorneys at the firm.
- Draft pleadings and correspondence.
- Process new client matters, coordinate new file opening, and maintain client files.
- Review billing and enter attorneys' time entries.
- File documents at state and federal levels, including e-filing.
- Provide administrative support with scheduling court dates, travel, etc.
- Responding promptly and efficiently to all communications.
- Working collaboratively in a team with other assistants and staff.
- Perform other duties as needed.

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.

The salary range for this role is \$63,000 – \$69,000 per year, commensurate with experience and qualifications.

If interested, please submit your resume to 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.