



## LITIGATION LEGAL ASSISTANT

**Milligan Lawless** is a fast-paced, professional, and team-oriented law firm dedicated to providing exceptional legal services. We are currently seeking an experienced **Litigation Legal Assistant** to join our dynamic team.

### **Job Summary and Essential Functions:**

The Litigation Legal Assistant will have a solid understanding of litigation matters and deadlines. Key responsibilities include:

- Under direction from supervising attorney(s), preparing, editing, and formatting correspondence and legal documents, including pleadings, amendments, and discovery documents for filing in multiple state and federal courts
- Providing administrative support under the direction of attorneys and associates, including electronic filing, docketing, time entry, and billing
- Coordinating and maintaining attorneys' calendars, travel arrangements, and continuing legal education (CLE) and bar dues
- Assisting with handling billable work such as, trial preparation and special projects
- Working independently on assigned matters and special projects as needed

### **Qualifications and Experience:**

- Three years' experience working in a law firm litigation department; familiarity with transactional matters, a plus
- Associate or Bachelor's degree preferred
- Expert knowledge of the MS Office Suite (Word, Excel, Outlook, etc.), Adobe and other relevant software or applications
- Proven experience with electronic filing, docketing, litigation matters and deadlines
- Equivalent combination of education and/or experience will also be considered

### **Skills, Knowledge and Abilities:**

- Excellent attention to detail with strong organizational skills and the ability to prioritize effectively
- Strong written and verbal communication skills
- Ability to handle and maintain highly confidential information
- Capacity to work independently and collaboratively within a team
- A desire to learn new skills and take on additional responsibilities as opportunities arise

### **Benefits:**

Milligan Lawless offers a competitive salary and a comprehensive benefits package including medical, dental, 401k, PTO and additional benefits.

**How to Apply:**

Submit resume and cover letter (please include references) to Cynthia Webler at [cynthia@milliganlawless.com](mailto:cynthia@milliganlawless.com).

Milligan Lawless is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.