

## **PARALEGAL – Zionsville office**

This position will be responsible for all aspects of case management including opening and closing case files, drafting pleadings, drafting discovery requests and responses, corresponding with clients, mediation preparation, trial preparation, scheduling and filing. This position will be responsible for general office administrative duties as required.

### **Duties include not limited to:**

- Proficiently use Microsoft Word, Outlook, Power Point, Kofax and other job specific programs to draft letters, prepare charts and tables, prepare pleadings, documents and other correspondence from verbal or written instructions, notes, rough drafts or other materials which may be difficult to interpret; must prioritize work; proofread and correct prepared materials for proper grammar, spelling, punctuation, format, syntax and content.
- Open new client files in collaboration with Intake Clerk; set up and maintain case file folders; diary dates and time such as hearings, notices, deadlines and due dates; maintain filing in a timely manner.
- Maintain calendars, task list, schedules, appointments, telephone calls and messages, expense reports for supervising attorney(s) as requested.
- Make entries into time and billing system, as requested by supervising attorney(s); coordinate with Billing Specialist on clarifications or corrections to entries.
- Provide all administrative assistance required by attorneys; schedule conference calls, arrange meetings and conferences; notify interested parties; arrange for conference room set up, when necessary.
- May be expected to perform other duties as requested by administrative management to assist in the orderly operation of the firm.

### **Key Competencies and Skills Required:**

- Proficient in Microsoft Office Suite
- Independently maintain a list of tasks/projects, including taking initiative to anticipate tasks/projects of supervising attorney(s)
- Manage your own time and work independently to complete projects according to deadline
- Collaborate and work as a team member to complete projects according to deadline
- Excellent attention to detail
- Ability to organize complex case files, records, and other materials
- Ability to effectively communicate through multiple media including verbal, written, electronic and presentation software
- Willingness and ability to learn any databases or specialized software needed to effectively perform position's responsibilities including but not limited to Perfect Law, firm's case management and time and billing software.
- Discretion and confidentiality maintained

Job Type: Full-time

Job Experience: Legal assistant or paralegal experience required

Church Church Hittle + Antrim (CCHA) is committed to creating an inclusive environment and is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, national origin, religion, sex, gender, sexual orientation, disability, age, veteran status, or any other protected class under applicable law.