

Legal Assistant

Seeking a legal assistant for Business Law Practice Group in Noblesville office. The person in this position will work on a team responsible for managing the firm's commercial creditor's rights/collections practice including: assisting with intake of client referrals, direct client communication, direct communication with obligors, direct communication with court staff, preparation and filing of pleadings, management of account payments and distributions, and all related activities.

Duties include not limited to:

- Drafting standard court documents, pleadings and responses
- Filing of pleadings with courts
- Reviewing court records and updating/maintaining internal records and reports
- Organizing and maintaining spreadsheets and case files (both physical and electronic)
- General office administrative duties as required, including telephone communications with clients, courts and obligors as well as filing of case paperwork

Key Competencies and Skills:

- Proficient in Microsoft Office Suite
- Ability to work in a fast-paced environment including a constant variety of tasks
- Ability to work independently to complete projects and tasks on a deadline
- Excellent attention to detail
- Ability to organize and maintain case files and spreadsheets
- Ability to effectively communicate through various media, including verbal, written and electronic
- Must work and communicate well with co-workers
- Proficient in Microsoft Office Suite specifically Outlook, Word, Excel, etc.
- Willingness and ability to learn any databases or specialized software needed to effectively perform position's responsibilities including but not limited to (i) Perfect Law (the firm's document management and time and billing software), (ii) PACER (the Federal Court electronic filing system), and (iii) Odyssey (the Indiana State Court electronic filing system)
- Maintain discretion and confidentiality

Experience:

- Experience in creditor's rights or collections preferred but not required
- Law firm experience preferred but not required

Type:

- Full-time

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.