



Legal Assistant/Secretary

Job Description

Regional litigation firm seeks exceptional legal assistant to join our team in our Missoula office. Ideal candidate would have at least five years of experience working at a litigation firm and meet the following requirements:

- Familiarity with state and federal court procedures and rules;
- Knowledge of court docketing rules and ability to calculate and calendar responsive deadlines, reminders and invitations through Outlook or other electronic calendar systems; ability to manage multiple calendars for depositions, meetings and travel;
- Proficiency in efilings in local courts as well as courts in other states (federal and state courts) and PACER; experience in downloading documents from websites;
- Experience in working with electronic document management systems and ability to organize and maintain electronic files;
- Ability to work in a team-based setting with other team members supporting a group of attorneys;
- Open to taking on new responsibilities and challenging tasks and managing a fluid job description;
- Excellent organizational skills with the ability to integrate into a fast-paced environment;
- Excellent typing skills with proficiency in Microsoft Office 2016/365 (Word, Outlook, Excel);
- Experience with Adobe and ability to manipulate pdf documents;
- Strong written and verbal communication skills and attention to detail with excellent proofing and editing skills;
- Ability to multitask and prioritize work flow, anticipate needs and creatively find solutions to problems;
- Must be able to adjust to periods of heavy workloads requiring occasional overtime;
- Complex case management and trial preparation experience required;
- Excellent general office skills, including scanning, copying, preparing check requests, mail and Federal Express or other shipping procedures, scheduling meetings and depositions, and make phone calls to obtain information.

Our firm offers excellent benefits including:

- Medical/Dental insurance
- Company matching 401(k)
- Paid Time Off (PTO) and Holiday time
- Paid parking or transportation reimbursement

Interested candidates please submit a resume, list of references and salary expectations.