

Position Description

Job Title: Legal Assistant

Fast-paced Louisville, CO law firm is seeking a full-time Legal Assistant. The individual will support attorneys in all aspects and will report directly to assigned attorneys and the Firm's Equity Partners. The position is in-person. Only fully vaccinated and boosted applicants will be considered.

Overall Responsibility:

Support and assist assigned attorneys and support and assist other legal assistants and attorneys as needed.

Responsibilities include:

- Document drafting and review;
- Email communications;
- Assistance with correspondence;
- Make travel arrangements and meeting plans;
- Expense reimbursements;
- Maintain attorney calendars and time entry;
- Electronic and hard copy file management;
- Manage attorney scheduling and meetings;
- Litigation support;
- Other duties as assigned.

Qualifications include:

- 5+ years of similar experience in a law firm.
- Keen attention to details.
- Excellent communication skills and interpersonal skills; ability and willingness to interact and communicate effectively with a variety of personalities.
- Analytical and problem-solving skills.
- Strong planning and organizational skills.
- Ability to multitask and prioritize with minimal oversight.
- Flexible, good judgment, discretion, and a strong work ethic.
- PC expertise including MS 2013/2016, Outlook, Adobe, NetDocuments, and Clio software programs.

We offer competitive compensation commensurate with experience with generous benefits including health insurance, dental, vision, 401k contributions, and a comfortable work environment.

Please email your resume and references to Stephanie Kroner, skroner@nativelawgroup.com.