

RECORDS-DOCUMENT COORDINATOR / PARALEGAL OPENING

Mitchell Chadwick LLP, a boutique law firm specializing in natural resources and land-use matters, is looking for a full-time Records-Documents Coordinator / Paralegal. This position manages client files and in-house files. Assists attorneys with workflow requests and Office Administrator with operational needs. The ideal candidate must possess a professional demeanor, be detail-oriented, and have the ability to manage multiple tasks concurrently.

Duties include:

File Management – 60%

- Document filing, pleading indexing, and overall maintenance of client records.
- File materials according to established standards.
- Scan and upload records to document management system.
- Create new client files and file volumes using established numbering system.
- Update records management software (PracticeMaster) with new files/changes in status.
- Close files and coordinate transfer to off-site storage.
- Manage and prepare file transfers.

Administrative Support – 40%

- Draft and review correspondence, engagement letters, and legal documents as needed.
- Assist with filing of court documents, service, and recordings with county offices.
- Maintain the firm calendar for scheduling meetings and litigation deadlines.
- Assist attorneys with workflow requests and special projects as needed.
- Provide assistance to and backup support for the Office Administrator.

Will be asked to provide backup support in the following areas:

- Reception coverage.
- Answer incoming phone calls. Process incoming/outgoing mail.
- Other duties as assigned.

Requirements:

- High school graduate. College degree is preferred.
- Minimum 2 years of file room or clerical experience in a fast-paced service environment required (law firm preferred). Litigation experience a plus.
- Hands-on experience organizing and filing documents.
- Must have excellent written and verbal communication skills.
- Excellent organizational skills and problem-solving skills. Excellent attention to detail.
- Ability to take initiative and problem solve.
- Proficient in the use of Adobe and Microsoft Office, i.e., Outlook, Word, and Excel.
- Strong interpersonal skills and reliability.
- Ability to work both independently and collaboratively as part of a team.
- Ability to lift and/or move up to 25 lbs.

Salary is dependent upon experience. To apply for this position please submit a cover letter and resume to cpilon@mitchellchadwick.com.