

Established business and environmental litigation law firm has a part-time opening for an experienced administrative assistant. This position offers a broad range of responsibilities that will utilize your strong administrative and legal skills. A solid understanding of litigation case progression, discovery processes, and court rules and pleading formats, is required. Responsibilities include calendaring, e-filings, and efficiency in meeting deadlines. You will assist in maintaining all aspects of the attorneys' practice through effective communications, prioritization, calendaring, phone coverage, and time entry. Strong organizational skills, excellent typing speed, and command of Word, MyCase, Adobe, Timeslips, and other comparable applications, is required. The ability to work well under pressure, a professional demeanor, good judgment, and high level written and verbal communication skills are necessary. Candidates must also have an acute attention to detail and excellent problem-solving skills. Compensation is commensurate with skills, experience, and education.

Please submit resume, cover letter, and references to April Nordstrom at april@ansbconsulting.com