



Legal Assistants/Law Clerks

Company Description

Matrix is a full service staffing firm providing professional recruitment solutions for a wide variety of careers.

Job Description

Are you a professional with a passion for law? We are accepting resumes for dynamic, highly motivated and experienced Legal Assistants/Law Clerks to join a team that provides strategic legal support.

Primary responsibilities include but are not limited to:

- Prepares and drafts legal documents for filing with appropriate entities and necessary correspondence
- Shall ensure the accuracy of all documents prepared
- Performs administrative duties including basic research, filing, mailings, organizes files and pleadings, telephone communication
- Conducts legal research for particular issues as assigned by lawyers using periodicals, law library, public records, and offices
- Enter all billable hours completed on a given day into the designated timekeeping or billing software the same day
- Performs other duties as required

For more information please visit www.matrixstaffingsolution.com.

Qualifications

The ideal candidate must have the following skills:

- Understanding of legal concepts and methodologies

- Microsoft Office Suite proficiency – intermediate to advanced knowledge of Word, working knowledge of Access, Excel, Outlook and PowerPoint
- 2-5 years experience working in a law office or in house counsel
- Ability to prioritize work and manage workflow
- Impeccable verbal and written communication skills
- Ability to compose, edit and proofread legal documents, correspondence and reports
- Strong proofreading skills and overall continual attention to detail
- Ability to establish priorities and meet deadlines
- Ability to work in a fast-paced environment while coordinating multiple duties
- Ability to interact with individuals at all levels of the organization

Additional Information

All information will be kept confidential according to privacy guidelines.

Matrix is an equal opportunity employer. We recruit and hire the most qualified applicants and employees without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status. We value diversity in our workforce and in our community and are committed to providing equal opportunities in services, access to services and employment opportunities. Our employees and applicants have equal opportunity for employment, training, and promotion and we welcome all applicants to apply.