

Job Summary

The Law Office of Boyd M. Mayo, PLLC is hiring a full-time legal assistant to begin in May, 2017. The Legal Assistant is responsible for managing day-to-day operations, including carrying out administrative duties, providing support, and assisting in drafting, mailing, filing, and managing legal documents.

Law Firm Overview

Our firm is focused on consumer protection, sex abuse, and class action litigation. We currently have active litigation cases in multiple Washington State counties. Our current caseload is heavily focused on defective products and vehicles, although we also currently have other consumer protection and sexual harassment cases.

Duties and responsibilities

- Complete administrative duties such as receiving and scanning mail, answering and directing phone calls, greeting clients, and performing intakes of potential new clients
- Coordinate appointments, including all correspondence and logistics necessary, and managing calendaring for ongoing litigation matters
- Draft documents and letters to clients, courts, and opposing counsel
- Perform factual research pertinent to existing and potential new cases
- Receive, scan, and file mail and legal documents daily
- Manage firm filing for all current and prospective matters
- Manage legal documentation and correspondence in strict confidence
- Prepare pleadings, exhibits, and correspondence for mailing and filing
- Implement and improve upon administrative process for more efficient workflow

Experience & Salary

- At least 5 years of prior work in a plaintiffs' law firm environment preferred
- Proficient in MS word
- Working understanding of the demands of private law firm management
- Able to work in fast-paced environment
- Salary negotiable based on qualifications and experience

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