

Job Description - Personal Legal Assistant

Part- Time

15-20 Hours per week

Personal Legal Assistant in one-lawyer law office near campus. Must be dependable, pleasant, positive and eager to both learn and teach. Old lawyer is computer illiterate, but glad to share what he has experienced in 47 years since law school. The Legal Assistant is relied upon to carry out many duties including, but not limited to:

Applicant must be proficient in Adobe Acrobat and Microsoft Word. Drafting correspondences, drafting Legal Documents and Judicial Forms. Answering and screening phone calls, maintaining a filing system, handling clients, scheduling appointments, maintaining office supplies, and running errands to post office, banks, and courthouse.

Must have reliable transportation, should be able to juggle priorities, have good interpersonal skills, and have good judgment to make decisions on their own. Preferably Juniors and under should apply.

Flexible schedule can be established to work around class schedule. 15-20 hours a week in the afternoons. Pay schedule to be discussed and determined in interview.

Applicants should email a cover letter and resume to rmtaylorlaw@gmail.com