KRAMON & GRAHAM
ATTORNEYS AT LAW

JOB DESCRIPTION: Litigation Legal Assistant

LOCATION: Baltimore Office

FLSA: Non-Exempt

Position Summary: The Litigation Legal Assistant will provide a wide range of administrative, secretarial and document processing support to the firm's litigation attorneys.

KEY RESPONSIBILITIES:

- Proofreading legal documents and correspondence for formatting, spelling, and accuracy of information.
- Calendaring and updating calendared events, whether work related (scheduling orders, depositions, meetings with experts, etc.) or personal.
- Utilize basic office software such as Outlook, Word, Excel, PowerPoint to prepare legal documents and correspondence.
- Manage documents: log, scan, save and upload.
- Assemble exhibits, hearing binders and documents as requested.
- Electronic filing on numerous platforms including MDEC (Odyssey), CM/ECF, File&ServExpress, etc. including sealed filings
- Adapting standard document templates to the needs of new and different matters including court filings
- Working with partners in drafting engagement letters/representation agreements.
- Reserving court reporters, videographers, and conferences rooms for depositions
- Making reservations: flights, dinners, lunches, meeting with new clients, etc.
- Coordinate with attorneys to ensure timely and accurate billing

Qualifications and Skills

- Highly proficient in Microsoft Office
- Attention to detail and accuracy
- Understanding of litigation process and initiative to proactively assist
- Ability to draft table of contents and table of authorities
- At least 4 years of litigation Legal Assistant experience
- Excellent written and verbal communication skills
- Experience in e-filing and time entry software
- Must be reliable and dependable.

Job Type: Full-time

SALARY RANGE: $60,000 - $85,000

Salary will be determined based on relevant professional experience, technical skills, educational background, and overall qualifications

BENEFITS:

- Health Insurance
- Dental insurance
- Vision insurance
- Life & Disability insurance
- Firm Paid Holidays
- 401k w/Employer Match
- Parental Leave
- Health Savings Account w/monthly Employer Contribution
- Bonus Eligibility

JOB TYPE: Full-time

WORK SETTING: Hybrid

We are an Equal Opportunity Employer