



## **JOB DESCRIPTION: LEGAL ADMINISTRATIVE ASSISTANT**

**LOCATION: Rockville Office**

**FLSA: EXEMPT**

**Position Summary:** We are seeking a detail-oriented Legal Administrative Assistant to provide comprehensive administrative support to our legal team while also handling essential office management functions at our new Rockville location. This dual role requires someone who can effectively manage legal documentation, client communications, and day-to-day office operations in a fast-paced legal environment.

### **KEY RESPONSIBILITIES:**

#### **Legal Administrative:**

- Prepare, format, and proofread legal documents including briefs, contracts, correspondence, and court filings
- Process electronic filings (e-filings) through court systems and ensure compliance with filing requirements and deadlines
- Maintain client files and legal databases with strict attention to confidentiality
- Schedule depositions, hearings, and client meetings
- Coordinate with courts, opposing counsel, and expert witnesses
- Manage attorney calendars and deadline tracking systems
- Assist with document discovery and case preparation
- Handle client intake and maintain professional client communications
- Process billing and timekeeping records

#### **Office Management:**

- Oversee daily office operations and maintain professional office environment
- Order and maintain office supplies and equipment
- Coordinate building maintenance and vendor relationships
- Manage reception duties including answering phones and greeting visitors
- Manage incoming and outgoing mail distribution
- Maintain office filing systems and records retention protocols

### **Required Qualifications:**

- Minimum 5+ years of legal administrative experience
- Proficiency in Microsoft Office Suite
- Strong written and verbal communication skills
- Exceptional organizational skills and attention to detail
- Ability to handle confidential information with discretion
- Knowledge of legal terminology and court procedures
- Strong multitasking abilities and time management skills

**SALARY RANGE:** \$60,000 - \$90,000

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:** Onsite

**We are an Equal Opportunity Employer**