

Motivated Full-Time Legal Assistant

Downtown Milwaukee boutique law firm is seeking a full time Legal Assistant (paralegal). This permanent position offers great benefits and a convenient downtown location on the HOP and steps away from MCT bus routes.

Responsibilities include the following:

- Drafting, proofreading, and finalizing documents including correspondence, pleadings, briefs, orders, etc.
- Electronic case filing with U.S. District, Bankruptcy and Circuit Courts
- Communication with clients and other attorneys daily
- Maintaining multiple calendars with precision
- Filing and organizing with exactness
- Handling multiple tasks and assignments simultaneously with excellent attention to detail, follow through ability, and initiative
- Balancing multiple immediate directives with day-to-day activities

Required Skills:

- Proficient use of Microsoft Office
- Excellent written and oral communication skills
- Ability to self-prioritize assignments
- Highly organized and self-motivated
- Ability to work well with co-workers, attorneys, clients, potential clients, and vendors
- Positive attitude, excellent communication skills and professional manner are a must
- Prior experience in a law firm environment is preferred but not necessary
- A post-high school degree is a definite plus

Please respond with a short statement of interest in this position along with your resume, salary requirements and contact information to lwiegman@steinhilberswanson.com

