



Legal Assistant Job Description

Law firm practicing probate, elder law, and estate planning and administration seeks full-time Serbian-speaking legal assistant.

Title: Legal Assistant

Position: Permanent, full-time, approximately 40 hours per week

Location: Dyer, Indiana or Niles, Illinois office

Job Description:

The primary job responsibility is to assist the attorney with client and case management and perform tasks necessary to case administration. The following list represents common tasks but is not exhaustive:

- Case File and Client Portal Management
 - Create hard drive file trees for clients and cases
 - Add new contacts and matters to case management database
 - Contact information and case status updating
 - Case development data entry and case stage tracking
 - Maintain attorney court calendar
- Case Administration – Perform tasks in all aspects of administration and litigation support. Examples include:
 - Identify contact roles and label accordingly
 - Receive, sort, save, and share voluminous case related documentation
 - Draft professional correspondence and prepare forms under attorney supervision
 - Prepare case accountings
 - Draft court documents such as notices, receipts, reports, subpoenas, appearances, court orders, and simple petitions for attorney review
 - Prepare exhibits
 - Review documents for proper format, typographical errors, and inclusion of necessary enclosures or exhibits
 - Record, file, and retrieve documents from various agencies
 - Assemble materials for meetings and court hearings
 - Meet with clients as necessary to accomplish tasks
 - Estate plan document preparation
 - Serve as a witness, and/or notary if applicable
 - Final estate plan package preparation
 - Travel offsite for case administration tasks, such as post office, courthouse, city hall, recorder's office
 - Unclaimed property claim tracking and filing
 - Bond invoice tracking and management
- Manage Communications
 - Respond to client inquiries regarding their case
 - Contact and correspondence with third parties as necessary for case administration
- Time-Tracking and Billing

- Responsible for self-time tracking
- Proof-reading time entries
- Basic understanding of billing practices, creating invoices, payment processing

Performance Expectations:

You will be expected to possess the following knowledge and abilities to meet the criteria for this position:

- Intermediate (conversational) fluency in Serbian.
- Knowledge of correct English grammar, spelling, and punctuation.
- Ability to strategize objectively based on data.
- Tactful communication techniques for receiving callers, making appointments, giving information, and explaining instructions and guidelines.
- High standard of organization and ability to understand workflow and office procedures.
- Learned understanding legal terminology and syntax.
- Ability to maintain composure during stressful situations such as workload or deadlines.
- Ability to use diplomacy and discretion in giving out information.
- Ability to communicate effectively.
- Effectively operates standard office, computer, scanner, printer and related tech equipment in furtherance of tasks, e.g. word processing, scanning, emailing, internet usage, document upload and download.
- Adherence to strict confidentiality of client and office matters.
- Exercises judgment and makes recommendations for improving office efficiency and economy to improve existing operations.

Qualifications, in order of priority:

1. Highly detail-oriented and strong organizational skills are critical
2. Serbian/Bosnian language intermediate (conversational) fluency
3. Associate degree or equivalent
4. Very good English composition skills
5. Independently solves problems and can work under pressure
6. Proficiency with PC computers and technology
7. Familiarity with Microsoft Office Suite

Preferences:

1. Law office experience
2. Knowledge of Mycase and Google Workspace platform
3. Polish or Spanish language intermediate (conversational) fluency

Working Hours: 9:00 am - 5:00 pm 4 days a week – 3:00 pm Fridays

Compensation: Wages commensurate with experience

Summary of Benefits Offered: 10 days unpaid Personal Time Off (PTO) during first year of employment plus 4 paid holidays. For full-time employees, paid Personal Time Off (PPTO) accrues during first year of full-time employment and is eligible for use after first year. 401(k) available after 1 year, matching after 3 years. Medical/Dental/Vision plans are available subject to conditions of employment of eligibility for enrollment. Complete explanation of benefits is governed by policy provisions.

Send your resume and cover letter to dzjlw@gmail.com.