

## Legal Assistant

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Company: LegalSource

Location: New Haven, Connecticut

Category: other-general

### About us:

Our client is a leading multi-practice law firm serving the public and private sector with offices throughout Connecticut and the Northeast. They are looking for a legal assistant to support 3 attorneys while the current assistant is on leave. These practices areas include medical malpractice, tax appeals and employment law.

### Responsibilities:

Providing administrative support to attorneys

Preparing and filing documents with state or federal courts

E-Filing: State Court and District Court.

Preparing and finalizing pleadings, correspondences, and other documents

Docket and calendar management

Schedule travel arrangements and meetings

Proofread and edit documents

Set-up, organize and maintain files

Other duties as assigned by the attorneys

Qualifications:

3 years minimum of experience as legal assistant

Experience preparing and filing documents with state or federal courts

Preparing and finalizing pleadings, correspondences, and other documents

Docket and calendar management

Schedule travel arrangements and meetings

Organized and detail oriented

Job Type: Temporary (possibility of conversion to full time)

Pay Rate: \$22.00 to \$30.00 per hour

Expected hours: 40 hours per week

Schedule: Monday to Friday (9 to 5)

Experience:

Legal Assistant (3 years)

State and Federal Court Filings

Work Location: New Haven Office (In person)

IND-123

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