

Legal Assistant

Shaheen & Gordon, P.A., Attorneys at Law, is seeking a full-time Legal Assistant in their Concord, NH office responsible for supporting trial attorneys with a varied caseload of civil and criminal cases in State and Federal Courts.

Contributions and Responsibilities

- Open and close files
- Manage attorneys' calendars
- Management of Civil and Criminal Files
- Preparation of general correspondence
- Draft basic motions
- Monitor deadlines
- Coordinate depositions
- Assist with discovery and document management
- Serve and file legal papers in the correct court and familiarity with electronic filing systems in both State and Federal Court
- Must have excellent communication skills via email, phone, and in person with clients, court staff and opposing counsel
- Must be highly organized with an ability to prepare case

- files for attorneys to use at court hearings
- Strong computer skills, Microsoft Office, Outlook, Excel, Adobe, scanning and maintaining electronic files
- Accurate filing and copying

Applicants must possess a high school diploma or equivalent and a minimum of 3 - 5 years of legal assistant experience. The ability to work independently, under time pressure and prioritize multiple tasks is required. Attention to detail and proofreading skills are a must have. We look forward to welcoming someone who takes pride in their work, is enthusiastic and flexible and who will thrive in a fast-paced environment. Experience in criminal and civil litigation is required.

Shaheen & Gordon presents a pleasant, supportive, challenging, non-smoking work environment. Salary commensurate with experience, with excellent benefits including a 401K plan.

Please email your resume, cover letter (including salary requirements) and references to: **recruiting@shaheen-gordon.com**.