

The Virginia Beach office of Kaufman & Canoles seeks a qualified Hybrid **Legal Assistant/Paralegal** to perform a variety of administrative duties in support of two Litigation Attorneys. Candidates must possess a minimum of three years' relevant work experience, proficiency in Microsoft Office, and typing skills at a level of 65 WPM. The ability to establish and maintain effective working relationships and excellent interpersonal and communication skills are essential.

**RESPONSIBILITIES:**

- Acts as liaison between current and potential clients and the attorneys by maintaining continual communications via email, telephone, and in person. Follows up with clients regarding status of cases, appointments, billing, etc.
- Prepares routine correspondence, forms, agreements, letters, and other related documents.
- Maintains attorneys' calendars; schedules and follows up on all appointments (i.e., courts, clients, case work, and potential clients).
- Responsible for ensuring timely filing with the courts and assisting attorneys in preparation for court appearances. Maintains court schedule and other case deadlines.
- Opens, organizes, maintains, and closes paper and electronic client files.
- Creates binders to organize and index all documents for a particular case.
- Prepares and sends billing statements monthly.
- Inputs timekeeper data.

**QUALIFICATIONS:**

- High school diploma or equivalent required.
- Minimum of three years' litigation assistant experience in a professional office setting or a combination of relevant work and educational experience. Family law experience is preferred.
- Proficiency in Microsoft Office , time and billing software, and document management software.
- Typing at a level of 65 WPM.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.

- Demonstrated knowledge of labor and employment law with familiarity of legal terminology.
- Exceptional organizational skills with the ability to multi-task and meet tight deadlines.
- Proven meticulous attention to detail and proofreading skills.
- Demonstrated proactive approach to problem-solving with strong decision-making capability.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response.
- Expert level verbal and written communication skills.
- Ability to establish and maintain effective working relationships with clients, attorneys, co-workers, and other outside professionals.

**BENEFITS:**

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.