

A boutique family law firm, Divorce in Kindness, Inc., is looking for a candidate to join our team as an entry level legal assistant. The firm focuses on family law mediation and collaborative family law. The position offered is part time (between 20 – 30 hours per week). The position requires that the applicant be fully bilingual (Spanish speaking).

#### **DUTIES AND RESPONSIBILITIES:**

Drafting legal documents including but not limited to Dissolution of Marriage pleadings, Marital Settlement Agreements, Parenting Plans, and Child Support Guidelines.

Filing court pleading documents in court system.

Scheduling court hearings

Composing letters.

Performing administrative work, including tasks such as answering the phone, making phone calls, scanning, mail processing, data entry and filing documents.

Coordinating and scheduling appointments with clients and attorneys

Organizing electronic client and office files.

Answering non-legal questions and screening calls for attorney/mediator.

#### **QUALIFICATIONS:**

Excellent verbal and written communication skills.

Excellent grammatical and spelling skills.

Proficient on Microsoft Word, Outlook and Excel.

Commitment to excellence and high standards.

Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.

Strong interpersonal skills.

Ability to work independently.

Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

Acute attention to detail.

\*\*\* Knowledge of CLIO is a plus!

Rate of pay commensurate with experience.

Candidates interested in the entry level legal assistant position, please provide a cover letter and resume via email to Lizette Reboredo at [Liz@Reboredolaw.com](mailto:Liz@Reboredolaw.com), Please include your desired hourly pay rate in the email or attached correspondence.