



Kiester Ciccone Bollier LLP

Job Title:	Administrative Assistant (Law)	Job Category:	Legal Support
Location:	Austin, TX	Travel Required:	Minimal
Level/Salary Range:	Entry level: Salary based on experience	Position Type:	Part Time 20-25 hours per week
Experience Required:	1-2 years in legal support position	Work hours:	Negotiable between 8:30-5:30 weekdays

Resumes and references should be submitted in .pdf or .doc format to jobsinlawaustin@gmail.com
 Subject Line: Litigation Assistant Position

**PLEASE DO NOT CALL.
 SUBMISSIONS FROM APPLICANTS ONLY.
 NO RECRUITERS.**

Job Description

ROLE AND RESPONSIBILITIES

Busy downtown Austin firm seeking bright, detail oriented, organized and professional person to support our Probate and Real Estate group. Our team values include integrity, efficiency, and resourcefulness.

We are a smoke-free workplace.

Primary duties include:

- Telephone and in person contact with clients, Court personnel, banks, and other professionals to schedule meetings, gather information, and screen potential clients
- Review of documents and verifying their accuracy and completion through cross-reference with other documents
- Preparing legal documentation including real estate closing documents, HUD statements, deeds, correspondence, contracts and other legal documents
- Prepare title abstracts, review title insurance and prepare legal descriptions for deeds
- Calendaring and tracking deadlines for real estate closings and other case deadlines
- Preparing trial and hearing notebooks, including gathering and organizing documents, Bates labeling, printing and binding
- Maintaining paper and electronic files
- Preparing CDs for closings
- Filing documents electronically with the Courts
- Occasional local travel for meetings or Court

PREFERRED SKILLS

- Attention to detail and organizational skills
- Ability to manage deadlines and follow up on tasks
- Excellent proof-reading skills
- Professional written and verbal communication skills

- High degree of professionalism in a sometimes-stressful environment
- Typing 60 words per minute or more with high accuracy rate

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Strong experience using the Microsoft Windows environment and Office Suite, including Word and Outlook and basic Excel (data entry, simple formulas) and Adobe. Experience with WordPerfect, PCLaw and HUD software preferred.

ADDITIONAL NOTES

Physical requirements include:

- Sitting for extended periods
- Climbing a standard flight of stairs (will office on second floor, no elevator)
- Lifting approximately 50 pounds
- Standing for brief periods

BENEFITS INCLUDE:

Mileage and other work-related expenses reimbursed. Free parking.

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