



Kiester Ciccone Bollier LLP

Job Title:	Litigation Assistant (Civil)	Job Category:	Legal Support
Location:	Austin, TX	Travel Required:	Minimal
Level/Salary Range:	Entry level: Salary based on experience	Position Type:	Full Time
Experience Required:	1-2 years in legal support position	Work hours:	Monday – Friday 8:30-5:30 Mandatory overtime occasionally required.

DESIRED START DATE: JUNE 3, 2019

Resumes and references should be submitted in .pdf or .doc format to CHRISTINE@KCBLAWFIRM.COM Subject Line: Litigation Assistant Position	PLEASE DO NOT CALL. SUBMISSIONS FROM APPLICANTS ONLY. NO RECRUITERS.
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Job Description

DESIRED START DATE: JUNE 3, 2019

ROLE AND RESPONSIBILITIES

Busy downtown Austin litigation firm seeking bright, detail oriented, organized and professional person to support our Civil Litigation/Construction group. Our team values include integrity, cooperation, and resourcefulness.

WE ARE A SMOKE-FREE WORKPLACE.

Primary duties include:

- Telephone and in person contact with clients, Court personnel, attorneys, and other professionals to schedule meetings, gather information, and screen potential clients
- Manage high volume of emails and calendar activity, including calendaring and tracking deadlines
- Keeping track of tasks and their status for the team and following up for completion
- Review of documents and verifying their accuracy and completion through cross-reference with other documents
- Preparing legal documentation including drafting pleadings, deeds, correspondence, contracts and other legal documents
- Preparing trial and hearing notebooks, including gathering and organizing documents, Bates labeling, printing and binding
- Maintaining paper and electronic files, including creating and maintaining folders, pleading/discovery indices, attorney notes and research
- Filing documents electronically with the Courts and/or Court Clerks
- Occasional local travel for meetings or Court



PREFERRED SKILLS

1. Strong work ethic and desire to work
2. Attention to detail and organizational skills
3. Ability to manage deadlines and follow up on tasks
4. Excellent proof-reading skills
5. Professional written and verbal communication skills
6. High degree of professionalism in a sometimes-stressful environment
7. 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), eFiling software and Adobe. Experience with PCLaw and WordPerfect software preferred.

Paralegal certificate or Associates degree preferred but not required.

ADDITIONAL NOTES

Physical requirements include:

- Sitting for extended periods
- Lifting approximately 50 pounds
- Standing for brief periods
- Comfortable with dogs

BENEFITS INCLUDE:

Health, dental and vision insurance allowance. Retirement plan and paid leave after six months' employment. Mileage and other work-related expenses reimbursed. Free parking.

Reviewed By:	Ambrosia	Date:	4/19/19
Approved By:	Tony	Date:	4/19/19
Last Updated By:	Chris	Date/Time:	4/19/19

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