

Full-Time Legal Assistant

Austin, Texas



We are recruiting a **Legal Assistant** to join our Austin team. The law firm was founded 20 years ago on the principle that every municipality, no matter how small or remote, should have access to experienced, efficient legal services. We achieve that objective by having experienced lawyers throughout Texas covering 8 geographic regions. To empower our attorneys to serve our clients, we need someone to help our headquarters run smoothly. Our Legal Assistants are vital to our operation. Legal Assistants are relied upon by attorneys and clients. We entrust Legal Assistants with maintaining the quality of our legal work product, our schedules, and our relationships. Applicants should be committed to high levels of professionalism, creativity, quality, and efficiency. The ideal candidate will be friendly and engaging while also being a perceptive

problem-solver. We seek a true team player who is also capable for working independently. *We need someone to enable our team to empower Texas cities!*

Duties & Responsibilities

- Prepare, proofread and revise drafts of legal documents
- Support attorneys as directed
- Manage office calendars including client meetings and calendar court dates
- Conduct legal research using Westlaw and the internet
- File pleadings using E-filing in all courts
- Assist with client billing and data entry

Job Requirements

- Paralegal certification, associate degree, or other relevant certification
- 1-3 years of experience supporting attorneys
- Ability to grasp and interpret legal documents
- Excellent oral and written skills
- Highly organized with ability to juggle multiple deadlines for multiple clients while supporting numerous attorneys

Preferences

- At least 1 year of litigation experience
- Systematic knowledge of databases and tracking systems
- The highest standards of honesty, integrity, confidentiality and ethics
- Bachelor's Degree



Deadline: Request full Job Description and submit a cover letter and resume by June 30, 2022 to info@texasmunicipallawyers.com.

BOJORQUEZ
LAW FIRM, PC

TexasMunicipalLawyers.com