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BOJORQUEZ LAW FIRM, PC
TexasMunicipalLawyers.com

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JOB DESCRIPTION
Full-Time Legal Assistant

The Bojorquez Law Firm, PC, is currently seeking a qualified applicant to fill the position of Legal Assistant. The Legal Assistant will be responsible for assisting with the day-to-day operations of the law firm and providing support to its attorneys. The position combines the duties of a paralegal and administrative assistant. Essential skills include being organized, detail-oriented, and a solid communicator. The ideal candidate will possess a strong work ethic, exceptional problem-solving skills, and the ability to work effectively in a fast-paced and deadline-driven environment.

A. Duties and Responsibilities

1. Prepare, proofread and revise drafts of legal documents.
2. Provide general office support for attorneys, for example: maintain and organize files (paper and electronic), prepare expense reports, review and verify incoming invoices for accuracy, coordinate meetings, including ordering lunch, set up and clean up of conference room and/or kitchen.
3. Support attorneys as directed.
4. Answer calls in a professional, and courteous manner.
5. Manage office calendars, including Teams or Zoom meetings, litigation deadlines, and hearing dates.
6. Monitor certain firm email accounts.
7. Conduct research using Westlaw, court websites, and the internet.
8. File pleadings using E-filing in all state courts.
9. Assist with client billing reviews and data entry.

B. Job Requirements

1. Paralegal Certification, Associate Degree, or other relevant certification.
2. Experience preparing detailed, value-added time entries that clearly describe tasks performed
3. Have 1-3 years of experience supporting attorneys.
4. Ability to grasp and interpret legal documents.
5. Be highly organized with the ability to multi-task deadlines for multiple clients while supporting numerous attorneys.
6. Ability to work independently and as a part of a team.
7. Have excellent communication skills, both orally and in writing.
8. Be proficient in Office 365, Westlaw, eFile Texas, PACER, and legal billing software
9. Strong IT skills and excellent time management

C. Preferences

1. At least 1 year of litigation experience in state and federal courts.
2. High level of experience with Teams or Zoom meetings.
3. Systematic knowledge of databases and tracking systems.
4. Strong sense of urgency, adaptability, flexibility, and resourcefulness.
5. The highest standards of honesty, integrity, confidentiality, and ethics.

D. Introductory Period: All employees at the firm must successfully complete a *90-day Introductory Period* prior to receiving any employment benefits. This period is used for evaluation to determine if the employee is appropriate for the firm. Satisfaction of the 90-day period neither creates an employment contract nor alters the *at-will* employment status.

E. Resume Deadline: Submit a cover letter and resume to Info@TexasMunicipalLawyers.com by November 30, 2026.