

Experienced Legal Administrative Assistant/Secretary is needed for a growing national law practice located in bucolic Washington Township (Long Valley), New Jersey. Our practice is exclusively limited to federal matters involving veterans and their dependents anywhere worldwide.

**Qualifications:**

- The ideal candidate will have at least 2-5 years' experience as an administrative assistant/secretary. Handling either plaintiff's personal injury, medical malpractice, workers compensation, social security disability or veterans' benefits is a plus.
- Must possess excellent writing skills, communications skills, and ability to get along with co-workers and management.
- Must also be capable of learning new material and adapting to the fast-paced environment of federal regulations that are changing rapidly, working as part of a team, being responsible for his/her own duties, and reporting to a supervising manager and attorney.
- Highly organized, strong attention to detail, able to multi-task and prioritize tasks with great efficiency and accuracy.
- Exceptional phone etiquette and excellent communication skills when handling clients is essential.
- Microsoft Office/Adobe Pro proficient.

**Responsibilities:**

- Collect, examine, and organize legal documents for attorney review and case preparation.
- Draft and proofread correspondence and template legal documents
- Vigorously follow up on client invoices and payments.
- Manage, organize, and maintain documents in electronic filing systems.
- Provide general administrative assistance.
- Answer the telephone and take accurate messages.
- Prepare legal documents and correspondence.

**Benefits:**

- The position offers competitive compensation structure.
- Paid time off
- 401(k)
- Disability insurance
- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance
- And the priceless benefit of working at a law firm that is actually making a difference in the lives of its clients!

We do meaningful work that is rewarding and changes the lives of our clients. If you are an intelligent, high caliber paraprofessional with an indefatigable work ethic that wants to practice on a national scale from the comforts of beautiful western Morris County, then **we invite you to Apply Today!**