

## **Paralegal/Legal Assistant Job Description**

Fast-paced, growing criminal defense law firm is looking for a new paralegal/legal assistant to add to our team. We are looking for someone who is willing to learn and grow with the firm; someone who can be a long-term, fundamental part of our team going forward. We are willing to work with the right candidate and facilitate additional training if necessary. The right person is more important than the specific job qualifications, although see below for basic job requirements.

A little bit about our firm: We are four attorneys and two paralegals/legal assistants in a primarily criminal defense practice located on Main Street in Bozeman, Montana. We will take the occasional civil case and are in the process of expanding more into that area. Due to the nature of our practice, the work that will be required of you will vary day-to-day, and so we are looking for someone who can work independently and with confidence. We see many new clients each week, and are in court nearly every day, so flexibility and ability to roll with any situation is a must. We view our law firm more like a team, rather than an office, and we go out of our way to make sure that everyone's needs are met. We value and encourage each person's input, and so this is a position where someone who feels comfortable speaking up will thrive.

We offer a competitive benefits package and wages depending on experience. Willingness to grow and learn is required, and we encourage anyone who believes they fit this profile, regardless of prior paralegal experience, to contact us. The current members of our team come from a wide variety of backgrounds and so rather than specifically listing every qualification that we would like to have in a paralegal/legal assistant, we encourage all potential applicants to tell us about themselves and why their life experience (or other experience) makes them the right person for this job.

### **Basic Job Requirements:**

- Ability to work independently
- Confidentiality – not discussing case outside of work; covering paperwork when you have another client at your desk; etc.
- Ability to work in a fast-paced environment and ability to handle incoming work from multiple attorneys (ability to multitask)
- Answering phones; handling of money – accepting payments from clients via cash/check/card
- Ability to handle constructive criticism (and ability to speak up when you notice a problem)
- Desire to learn and grow with a quickly growing criminal defense law firm
- Clear and effective communication – you will be communicating with clients/prosecutors/court staff/detectives/etc.

- Ability to handle clients from all backgrounds with all sorts of issues - some cases will be difficult so you will need to be able to handle cases with extremely sensitive or with emotionally challenging material

**Specific (but not necessarily required) Paralegal/Legal Assistant Job Qualifications:**

- Ability to draft basic motions (continuances, requesting discovery, etc.)
- Ability to go through a case file and draft appropriate memos (for example, strength of evidence regarding a particular issue)
- Understanding of proper tone and grammar - you will be writing professional emails/letters
- Ability to maintain a court calendar and scheduling for multiple attorneys
- Ability to work with multiple programs & platforms - you will be doing some basic data entry and will be expected to know how to (or learn how to) upload information logically into case files using a variety of platforms like Mycase & Google Drive
- Ability to understand and synthesize case information into an index, if/when necessary, so ability to understand different legal documents is important
- Experience with legal citation (need not be significant experience, but at least some familiarity)
- Familiarity with the court system, ideally the local courts

To apply, please email Emily Gonzales at [emily@watlawoffice.com](mailto:emily@watlawoffice.com).