

# **Legal Assistant @ The Marks Law Firm, P.A [www.markslawfla.com](http://www.markslawfla.com)**

## **Type of Law – Family Law**

### **General Purpose**

Assist and provide a range of legal support to our Paralegals & Family Law Attorneys

### **Main Job Tasks and Responsibilities**

- perform legal and factual research
- manage attorney's calendar
- assist with cases to ensure compliance with deadlines and requirements
- perform records research
- cross-check and validate information
- prepare written reports
- prepare correspondence
- check and edit legal forms and documents for accuracy
- build and maintain databases and files
- organize and track case files
- E-filing, maintaining digital records
- coordinate law office activities such as subpoena delivery
- help with trial preparation including witness lists, exhibits and trial binders
- Clerical tasks include general filing & file closings

### **Education and Experience**

- BA, AA or certificate program in legal studies preferred
- Relevant computer knowledge and experience – Microsoft Office required
- 1-3 Years of Family Law Experience preferred
- Experience with PC Law software preferred
- Bilingual – Spanish speaking preferred

### **Key Competencies**

- strong attention to detail and accuracy
- planning and organizing
- teamwork
- research skills
- analytical skills
- critical thinking skills
- information monitoring
- strong communication skills
- stress tolerance
- confidentiality