

Job Description:

Focal PLLC is seeking a full-time administrative assistant with at least 3 years of legal office experience. We are a 9-attorney law firm that provides legal counsel for media, technology, and internet-driven clients. A qualified applicant must have advanced internet and computer skills including Microsoft Word, Excel, Adobe Acrobat, Google Docs, DocuSign and practice management software, and strong writing and proofreading skills. Duties will include, but not be limited to:

- Legal billing and accounts receivable
- Accounts payable and vendor management
- Trust account and operating account maintenance in collaboration with the firm's bookkeeper
- Prospective client tracking and new client intake
- Opening and closing legal case files
- Insurance policy, trade association and state bar renewals and tracking
- Event and travel planning
- Processing incoming and outgoing mail
- Filing and keeping organized business and legal files
- Office maintenance and ordering supplies
- Assisting with PowerPoint and other training/presentation materials
- Implementing new administrative systems as needed to adjust to growth and changing priorities in the business
- Onboarding new contractors
- Proofreading correspondence and legal documents
- Communicating with attorneys, clients, courts and legal service providers
- Conducting internet research about individuals, companies, products and services
- Other duties that may be assigned by management or attorneys

Experience with legal billing, human resources, and/or litigation support would also be a plus.

The position allows some flexible and remote work, with most work performed at our SoDo office. You will be working with administrative staff, attorneys and paralegals in person and via email, telephone, instant messaging and video conference. Experience working independently and successfully managing your time will go a long way.

If you are interested, please send your resume and a cover letter to careers@focallaw.com.