

Baylor Evnen, LLP
Workers' Compensation Legal Assistant/Secretary

For some of us working in a law firm, especially for Baylor Evnen is a great fit. We like the busy, client focus, the teamwork and the day to day challenges. How about you?

Get to know us:

Baylor Evnen, as a full practice firm, has 100+ yrs. of rich heritage and a strong future of growth. We're busier than ever. Steeped in history built through solid experience, we continually strive to be a contemporary team, pro-active and focused on results for our clients. Our culture is productive and collaborative. Joining us you will be challenged to commit to our standards, encouraged to grow and learn, and find we offer a strong personalized work environment. View our website to learn more. www.baylorevnen.com.

Consider the role:

This position is open in our Workers' Compensation Practice area supporting up to two attorneys. Your work will encompass a wide array of administrative tasks/skills to produce, store and access documents/calendars and other paperwork. You will work as a part of a well-organized team.

Here's a sampling of the scope and depth you'll be challenged to handle and own results for:

In this unique role you have the opportunity to see work from start to finish, gaining experience by working alongside attorneys during all phases of the litigation process. You will support the attorneys through your talent to systematically produce and manage documents, details and processes that help the Attorneys pro-actively prepare for and provide excellent client service.

Your responsibilities can include:

Practice Area: Workers' Compensation:

- Maintaining (input/update/checking) an accurate calendar for the assigned Attorneys by docketing of files related to deadlines in ProLaw, Outlook and potentially paper based calendars for some Attorneys.
- Using transcription skills you'll produce documents that are well written and letter perfect.
- Continual updating and filing copies of documents (electronic/paper files) created within the office or received in the mail.
- Reviewing and closing files at the appropriate time.
- Responsible for dispersing incoming mail to Attorneys and team members. May create mail logs to assist Attorneys and Legal Assistants.
- Submitting check requests to the Business Office on behalf of the Attorney.

- Document production
- Organization of file materials (inputs/edits, organization & retrieval)
- Preparation of responsive and discovery pleadings
- Scheduling a variety of events: e.g. depositions, medical evaluations, court reporters
- Obtaining required data from outside sources and compiling accurate, useful lists/summaries, etc.
- Preparation of exhibits, exhibit and witness lists for trial; pre-trial, conference memos and settlement documents
- There will be other assigned duties in support of the Attorneys and Legal Assistant.

Ask yourself:

- Do you like to coordinate, organize and document so that events/records/reports and all details demonstrate the firm's attention to detail and concern for performance?
- Can you research, collect and communicate so that everyone is aware and on target with the process and procedures?
- How much are you a lifelong learner who prefers work that requires building your knowledge & skills?

Here are benefits we offer:

- Solid compensation package: competitive hourly rate
 - Life, Health, Dental Insurance
 - 401k
 - Vacation and Sick time
- Full-time hours with occasional overtime
- Performance reviews and merit raises
- Firm events/parties for employee recognition and engagement
- Professional, responsible and dedicated team work environment

Position Requirements:

- Minimum of 3 years' experience in legal field
- Versatile skill set: proficiency in both document transcription/file management as well as strength in coordinating, communicating and managing details
- Solid computer skills to include experience with Microsoft Office applications and the ability to work within a network of software programs efficiently
- Ability to multi-task and prioritize within a fast-paced, demanding work environment.
- Ability to analyze and produce accurate documents
- Problem solving strengths; able to work through unique and varied challenges including interacting with people to coordinate and confirm schedules, etc.
- Reliable and consistent team player
- Excellent oral and written communication skills: including grammar, punctuation, proofing
- Professional demeanor and work ethics/habits

For more details or to apply: confidentially submit your resume to mlempka@baylorevnen.com