

STEARNS WEAVER MILLER

Legal Assistant

Stearns Weaver Miller, a full-service commercial law firm serving clients throughout Florida, is seeking a motivated and adaptable Legal Assistant to join our Tallahassee office. This is a fantastic opportunity for an individual eager to expand their skills and gain exposure across multiple practice areas within the legal field.

Responsibilities

- Managing legal documents
- Creating and formatting documents
- Editing and tracking (i.e. “redlining”) document
- Managing internal and client deadlines
- Arranging for delivery of legal correspondence to clients, court and agency officials
- Maintaining attorney calendars through Outlook (i.e. scheduling appointments, calendaring due dates, case deadlines, etc.)
- Performing a variety of administrative functions such as processing new client/matter reports, preparing engagement letters, creating and filing expense reports, entering attorney time, arranging travel arrangements and answering phones
- Organizing and maintaining paper and electronic files

Skills

- Must have excellent proofreading, document formatting, and redlining skills
- Must be punctual, meticulous, organized, proactive, reliable and self-motivated
- Must have the ability to manage time, plan and prioritize various assignments/projects simultaneously
- Must have excellent verbal and written communication skills
- Working knowledge of Microsoft 2016 Outlook, Adobe, Excel and advance working knowledge of Word functions
- Ability to work with a database
- Ability to work in a fast-paced team environment while maintaining a professional demeanor
- Knowledge of federal, state and county court rules and e-filing procedures, a plus

Stearns Weaver Miller is an equal opportunity employer and does not discriminate on the basis of an applicant's or employee's race, color, religion, national origin, sex, gender identity/expression, sexual orientation, age, disability, veteran status, marital status, citizenship, ancestry, pregnancy, familial status, actual or perceived status as a victim of domestic violence, dating violence or stalking, or any other legally protected status entitled to protection under federal, state, or local anti-discrimination laws.