



YOUNG, THAGARD, HOFFMAN, LLP

ATTORNEYS AT LAW

Legal Assistant- Valdosta, GA

Each Legal Assistant is assigned responsibility for the production of the work of specific attorneys. However, our Legal Assistants are also responsible to the firm and may occasionally be required to support other firm members. Our Legal Assistants share, with our attorneys, an obligation to serve our clients to the best of their ability.

YTH Legal Assistants have consistently high typing, spelling, and sentence-structure skills. YTH is an Equal Opportunity Employer and makes hiring decisions based on merit.

Job Description

YTH has an immediate opening and is seeking a full-time, experienced Legal Assistant. This is a position for someone who thrives in a high-volume, fast-paced office setting. Responsibilities include handling incoming/outgoing calls; managing calendars, tasks, deadlines, and files; preparing and processing standard legal documents; accurate and timely transcriptions; organizing and coordinating client meetings, depositions, etc.; proofreading and editing legal documents; e-filing legal documents through various courts; scanning and indexing in Case Management software; acting as a liaison between clients and attorneys and performing other administrative duties.

Qualifications

- Minimum of an associate degree required. Familiarity with civil litigation process preferred.
- Requires strong computer and internet research skills, excellent interpersonal skills, ability to self-start, ability to work well in a team environment, and the ability to handle sensitive information with discretion and confidentiality.
- Ability to draft letters, legal documents, and maintain a schedule for the attorneys.
- Ability to work under time constraints, meet ongoing deadlines, and juggle multiple activities.
- The ideal applicant is punctual, organized, and dependable.
- Olympus Dictation software and Perfect Law Case Management experience is a plus.

YTH Benefits

- Competitive Salary
- Generous PTO
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Holidays
- Retirement Plan
- Celebratory Firm Lunches
- Dress For Your Day Policy
- Bonus Opportunities

YTH offers a competitive compensation package. Salary commensurate with experience. Please forward a cover letter, resume, and references for consideration to Firm Administrator, Jade Walton at jadewalton@youngthagard.com.
