

Legal Assistant

Messing, Rudavsky & Weliky, P.C.

Position Summary

Messing Rudavsky and Weliky seeks a full-time legal assistant primarily responsible for handling the firm's intake process and filing systems. The legal assistant will provide an overview of the firm's practice to all prospective new clients who contact our firm and will conduct an initial intake interview with those interested in scheduling a consultation with an attorney. The goal of the intake process is to schedule consultations with those who seek relevant plaintiff-side representation in an employment matter and are comfortable with the firm's fee structure. Additionally, the legal assistant will be responsible for maintaining the firm's filing systems, including daily filing of client and non-client documents, communications, and pleadings. This position requires a high degree of professionalism, strong communication skills, discretion, and the ability to multi-task while remaining organized and accurate.

Duties and Responsibilities

- Performing intake telephone interview with prospective clients to determine whether the legal issues are ones which the firm handles, and to obtain details about the prospective client's legal employment issue(s)
- Informing potential new clients about the firm's fee structure and consultation protocol, including explaining the documents s/he must prepare and bring to the consultation
- Answering questions related to the firm's practice and procedures
- Ensuring no conflict of interest between potential new clients and existing clients
- Scheduling appointments for office consultations and follow-up appointments
- Referring prospective clients to appropriate attorneys when applicable
- Responding to email inquiries from prospective clients with information about firm procedures
- Calendaring all appointments, deadlines and other miscellaneous items
- Manage, organize, and maintain documents in paper and/or electronic filing systems
- Processing credit card payments
- Drafting concise summaries of intake information providing by prospective clients
- Covering the obligations of other staff members when necessary, including answering all inbound calls, greeting and assisting potential new clients ahead of scheduled meetings, and processing legal services agreements and other legal documents in a timely manner
- Coordinate appointments, including all correspondence and logistics necessary
- Manage legal documentation and correspondence in strict confidence
- Correspond with counsel, court and clients
- Implement and improve upon administrative processes for more efficient workflow
- Communicate with clients and witnesses to schedule meetings, interviews, and depositions
- Provide general administrative assistance, such as maintaining the attorney's calendar and making travel arrangements

Experience and Qualifications

- A commitment to equity, diversity, and inclusion as business and workplace values
- Successful experience working on teams with people from diverse cultural, racial, and ethnic backgrounds.
- At least 2 years of experience as an administrative assistant (preferably in a law firm or in a corporate legal department)
- Bilingual (English/Spanish) is desirable but not required
- Experience in employment law and knowledge of court proceedings preferred
- Knowledge of Amicus Attorney or similar case management software is desirable
- Excellent interpersonal and communication skills
- Highly organized and detail-oriented
- Strong knowledge of Microsoft Office, including Word, Excel, and Outlook
- Ability to work independently, manage large workloads, and keep deadlines
- Proven ability to work well under pressure and to solve problems

How to Apply

Interested individuals should submit a complete application in order to be considered. A complete application will include:

- Resume
- Cover letter expressing candidate's specific interest in the position and related qualifications

Incomplete applications will not be considered.

Please submit documents as PDF documents only by e-mail to: jobs@mrwemploymentlaw.com

NO PHONE CALLS PLEASE.

About Messing Rudavsky & Weliky

Founded in 1988, Messing, Rudavsky & Weliky, P.C. is a Boston area law firm representing employees and labor unions in all aspects of labor and employment law. We represent individuals and unions in cases involving discrimination based on age, sex, religion, race, national origin, disability, pregnancy, or sexual orientation; sexual and racial harassment; and wrongful termination. We assist clients in negotiating employment contracts and severance agreements, in pursuing union grievances, and in seeking reasonable accommodations for disabilities in the workplace. We represent federal workers and other public employees, as well as workers in the private sector. In all our work, we are committed to furthering civil rights, employee rights, and workplace justice.