

Hawks Quindel, S.C. is looking for a full-time Legal Assistant. The primary focus of this position is to provide assistance to attorneys.

Legal Assistant Duties

The Legal Assistant (LA) is responsible for performing all administrative duties for his/her attorney supervisor(s) support includes, but is not limited to, the following:

- Prepare legal documents, forms, pleadings, correspondence, discovery documents, and other filings. Organize and maintain documents in electronic filing system.
- Proofreading, editing, and sending various legal documents, including letters to clients and court filings
- Preparing "shell" documents for attorney(s), including responses to Equal Rights Division investigations, discovery requests and responses, and basic court filings
- Preparing Legal Services Agreements (LSA)
- Creating closing client file letters
- Schedule appointments, telephone conferences, depositions, etc.
- Calendaring and tracking deadlines, including statutes of limitations and court-ordered deadlines
- Communicating with clients, agencies, insurance companies and courts
- Mail processing, scanning, and maintaining electronic files (saving documents to file, including electronic filings)
- Keep attorneys and others updated on case status via case status meeting updates or other means. Propose next steps, as necessary.
- Creating itemized billing summaries
- Managing attorney's client list and notes regarding case status
- Assisting with special projects
- Other administrative assistance, as requested

Legal Assistant Requirements

- High school diploma. Prefer Bachelor or Associate Degree in Paralegal Studies or a Paralegal Certificate or relevant experience.
- Ability to work in a fast-paced environment.
- Maintain professional and courteous demeanor with those internal and external to HQ.

- Possess excellent organizational skills, ability to multi-task, strong attention to detail, and independent problem-solving skills.
- Possess excellent written and oral communication skills.
- Demonstrate proficient and accurate word processing skills.
- Exhibit proficient knowledge of Microsoft Outlook, Excel, and Word.

Hawks Quindel is a Wisconsin law firm representing individuals in employment, wage and hour, family, disability, workers compensation, personal injury, and social security disability (SSDI) claims. Through our Madison, Milwaukee, Eau Claire, and Appleton offices, we help labor unions and individuals prevail in their legal challenges, and we practice throughout the entire state. We focus internally on teamwork and offer a very collegial atmosphere. Our attorneys and support staff take great pride in assisting clients through difficult legal situations.