



JOB DESCRIPTION

Job Title:

Office Assistant/Jr. Paralegal

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice with more than 90 lawyers in offices located in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

Job Summary:

Riley Safer Holmes & Cancila ("RSHC") seeks an Office Assistant/Jr. Paralegal to provide a variety of administrative support to the firm's attorneys in an environment where superior client service is emphasized and practiced.

Supervisory Responsibilities:

- None.

Essential Duties and Responsibilities

The following are essential job duties and responsibilities of the position. This list is not exhaustive, and other duties may be assigned as needed.

- Assist with various types of case related work including drafting correspondence, discovery responses, and notices.
- Conduct legal research, prepare attorney working binders, create and manage client/matter documents.
- Assist with document productions.
- Process incoming office mail and route to appropriate person.
- Answer phones and provide support for internal meetings.
- Provide general administrative assistant support.
- Assist with court filings and service of documents as needed.
- Manage office and kitchen supplies, conference room scheduling/setup.
- Manage storage of records both onsite and offsite.
- Assist with trials, often involving travel out of town

Competencies

- Ability to adapt to change (expected and unexpected and balance competing demands in a fast-paced environment.
- Ability to work in collaboration within a group to ensure that internal and external clients are satisfied; includes the desire to understand client concerns and build trust.
- Monitor, proofread, and take ownership of work product for accuracy.
- Ability to apply organizing strategies to ensure projects are appropriately prioritized and resources are used effectively and efficiently and performs independently with little supervision.
- Ability to communicate clearly and coherently, interpreting information and adapting communication to suit situations and audience needs. Write clearly and informatively, edit work for spelling and grammar, varies writing style to meet needs, presents numerical data effectively, and can read and interpret written information.
- Keep client and firm information confidential at all times; understand and implement general rule of ethical behavior applicable to legal personnel.
- Ability to work with little supervision, prioritize, anticipate work needs for themselves and attorneys, and works well under occasional periods of pressure and short deadlines. Proactively demonstrates effective teamwork and communication with team members as well as actively participating in team meetings.
- Possess strong knowledge of computer operation, Adobe, Litera, as well as presentation, spreadsheet, and word processing software; the use of Microsoft products and office technology – to include imaging and scanning applications – is required.

Qualifications and Requirements

The ideal candidate is a college graduate with a strong interest in the legal profession and litigation law with the ability to commit to the position for at least two years, for those with the desire to attend law or graduate school, or for those wishing to pursue a career as a paralegal. A successful candidate must be able to work independently as well as with a team, have an acute attention to detail, takes initiative and is able to multitask and prioritize while working in a high pressure, deadline-driven environment.

Education and Experience:

- Bachelor's degree from four-year college or university.
- Law firm or professional services experience preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary Range:

\$60,000- \$85,000

*Salary will be determined based on the candidate's experience and skillset.

About RSHC / Work Environment

RSHC is a service-oriented midsize national law firm of litigators, trial lawyers, and transactional attorneys. Clients are the center of our mission. We align our interests with theirs and put the emphasis on efficiency and results. We care about our clients and each other, so we live our shared beliefs: driving innovation in the business of law, promoting diversity and inclusion, and serving our communities.

The team atmosphere is fostered not only by the lawyers, but by all members of the support staff. Our Firm's employees are proud of collaborating to serve firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to analyze a situation from several points of view until we uncover the advantage that makes the difference for our clients.

This is a non-exempt full-time position, and requires standard employment screens, including a background check of educational, employment, and criminal histories. Overtime work may be required from time to time, payable in accordance with the standard payroll practices for non-exempt employees of RSHC and subject to all withholdings and deductions as required by law. RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short- term and long-term disability, and 401k.

RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

No calls or solicitations from recruiters accepted.