

# Lynch Dallas Legal

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**Job Title:** Legal Assistant

**Reports To:** Supervisory Attorney

**Status:** Full-time | Non-Exempt

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## Position Summary

The Legal Assistant provides a combination of administrative and substantive legal support to attorneys and paralegals across multiple practice areas. This role is ideal for a professional with experience in both clerical legal support and case-related responsibilities, including drafting legal documents, managing discovery, maintaining case files, and interacting with clients. The position offers a balanced workload with opportunities for growth and increased responsibility.

## Key Responsibilities

### Administrative Duties

1. Manage all forms of communication, including calls, emails, mail, and scheduling.
2. Draft, format, and proofread a variety correspondence, ensuring accuracy and clarity.
3. Organize, index, and maintain both physical and digital case files.
4. Open new matters, including performing conflict of interest checks.
5. Handle telephone calls for assigned attorney(s), taking messages and responding to routine inquiries.
6. Schedule depositions, meetings, court appearances, and manage attorneys' calendars, travel, and conferences.
7. Track deadlines and maintain attorney calendars.
8. Review, sort, and distribute mail; file, copy, and scan documents.
9. Provide backup support for legal assistants during absences or heavy workloads.

### Legal Document Preparation & Case Support

1. Draft, format, and process legal documents, including pleadings, affidavits, releases, medical record summaries, and other summaries.
2. Conduct basic legal research and other research using appropriate tools.
3. Interface with clients to assist attorneys with document and legal proceeding preparation.
4. Assist attorneys with preparing for and attending various legal proceedings.
5. Assist with discovery, including organizing materials, reviewing documents, and coordinating service.

## **Lynch Dallas Legal**

6. Organize and summarize medical records, depositions, and other case evidence.
7. Ensure compliance with filing deadlines, court and other rules, and procedural guidelines.

### **Qualifications**

1. 2+ years of experience in a legal assistant or paralegal role (combined or separate) including supporting attorneys with litigation or other types of legal proceedings or a combination of education and similar administrative employment experience.
2. Associate degree or certification from a recognized paralegal/legal assistant program preferred but not required.
3. Strong knowledge of legal terminology, court systems, and legal procedures.
4. Proficient in Microsoft Office Suite and legal document management software.
5. Ability to conduct basic legal research using Westlaw or other research tools.
6. Strong organizational, multitasking, and time-management skills.
7. Excellent knowledge of English grammar, spelling, and composition.
8. Ability to understand and follow detailed instructions.
9. Ability to work both independently and collaboratively in a team environment.

### **Preferred Attributes**

1. Comfortable performing both administrative and substantive tasks.
2. Eager to grow in legal responsibilities and support a team-oriented environment.
3. Adaptable to shifting priorities and high-volume workloads.
4. Detail-oriented with excellent follow-through.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

Ability to perform sedentary work with occasional filing tasks requiring lifting, bending, standing, and opening filing cabinets.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Lynch Dallas Legal**

### **Position Type/Expected Hours of Work**

This is a full-time position working 40 hours/week. Regular days and hours of work are negotiable between the hours of 7:30 am to 5:00 pm on Monday - Friday, plus occasional overtime as job duties demand and authorized by supervising attorney.

### **Disclaimer**

The above job description is designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Employment at Lynch Dallas Legal is at will and may be terminated by either party at any time for any lawful reason with or without cause or notice.

### **Lynch Dallas Legal is an Equal Opportunity Employer**