

church church hittle + antrim

ATTORNEYS AT LAW

Position: Legal Assistant - Family Law

Status: Full-Time/Non-Exempt

Effective: August 27, 2026

Job Summary

The Family Law Legal Assistant is responsible for all aspects of case management, general clerical support for attorneys and paralegals, and extensive client-facing communication and correspondence. This individual cooperatively and collaboratively works with other attorneys, team members, and courts to serve clients and manage cases.

Essential Functions

- Prioritize and manage daily work assignments effectively.
- Serve as the primary point of contact for new family law clients, managing initial intake and guiding them through the process.
- Use Microsoft Word, Outlook, PowerPoint, Kofax, and other job-specific applications to draft letters, charts, tables, pleadings, and legal documents.
- Open new client files in collaboration with the Intake Coordinator and maintain files in a timely and organized manner.
- Maintain calendars, task list, schedules, appointments, telephone calls and messages, expense reports for supervising attorney(s) as requested.
- Provide comprehensive administrative assistance to attorneys, including scheduling conference calls, organizing meetings, notifying interested parties, and setting up conference rooms as needed.
- Prepare complex or difficult materials from verbal instructions, notes, or rough drafts.
- Proofread and edit all materials to ensure accuracy in grammar, spelling, punctuation, formatting, syntax, and overall content.
- Enter time and billing information as requested by supervising attorney(s) and coordinate with the Billing Specialist to clarify or correct entries as needed.
- Perform additional duties as assigned by administrative management to support the efficient operation of the firm.

Skills & Qualifications

- Exceptional communication skills across multiple formats, including verbal, written, electronic, and presentation platforms.
- A steady, positive demeanor under pressure, paired with the patience and empathetic communication needed to support clients through stressful situations.
- Proficiency in the Microsoft Office Suite.
- Ability to independently manage tasks and projects, including taking initiative to anticipate the needs of supervising attorney(s).
- Strong time-management skills with the ability to work independently and meet deadlines.
- Proven ability to collaborate effectively as a team member to complete projects on time.
- Excellent attention to detail and accuracy.
- Ability to organize and manage complex case files, records, and related materials.
- Willingness and ability to learn and use databases and specialized software necessary to perform job responsibilities, including but not limited to PerfectLaw - the firm's case management and time-and-billing software.
- Demonstrated discretion and ability to maintain confidentiality.

Experience

- Legal experience preferred.

Church Church Hittle + Antrim (CCHA) is committed to creating an inclusive environment and is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, national origin, religion, sex, gender, sexual orientation, disability, age, veteran status, or any other protected class under applicable law.