



Opening for a Full-time Legal Assistant/Specialist

Gross Polowy LLC, an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Duties include daily monitoring of deadlines, correspondence, drafting documents (affidavits, motions, etc.) and follow-up/tracking. Experience in legal, mortgage, accounting and/or high volume office is necessary.

Ideal candidates should have excellent and professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills, strong comprehension and problem solving skills, high level of proven confidentiality and be self-motivated.

EXPERIENCE LEVEL & BEHAVIOR

1 – 2 years of office experience but willing to consider less experience
Limited to no experience within legal and/or banking
Able and willing to bring questions and/or concerns to manager
Open and accepting of constructive criticism of completed work through peer review process

KNOWLEDGE, SKILLS & ABILITIES

Solid computer skills and accurate keyboarding skills
Strong organizational skills and attention to detail
Strong time management and prioritization skills
Strong comprehension and problem solving skills
Strong verbal and written communication and client interpersonal skills
Self-motivated and proactive individual
Ability to work in a team environment to meet changing priorities and deadlines, as needed

EDUCATION

High School diploma necessary, Associates preferred

PHYSICAL REQUIREMENTS

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors.
Prolonged periods of keyboarding; repeating motions including wrists, hands and fingers.
Must be able to lift 10 pounds at times.