

Job Description:

Bormann, Myerchin, Espeseth & Edison, LLP has an opening for an experienced legal assistant. The position will focus primarily on estate planning but will also handle civil litigation and other areas as assigned. This position is full-time, Monday through Friday during regular business hours. We offer a competitive compensation package and comprehensive benefits including medical, dental, retirement, and more. Business casual atmosphere and attire. For consideration, please apply by sending a cover letter and resume.

Duties & Responsibilities:

As a paralegal/legal assistant with our firm, you will work alongside our attorneys and be responsible for various litigation and other matters including:

- Drafting legal documents such as wills, powers-of-attorney, health care directives, pleadings, discovery, mediation statements, briefs, and other documents for review, approval and filing;
- Working directly with clients to update and gather necessary information and/or documents and other related coordination;
- Analyzing and summarizing case materials including depositions and discovery responses;
- Preparing case evaluations;
- Managing electronic case files to ensure information is organized according to firm standards.
- Maintaining attorneys' calendars with all court and case-related deadlines or events;
- Composing correspondence with opposing counsel, the court and clients;
- Filing of pleadings, discovery and motions on the opposing party and the related court system, ensuring all appropriate processes and rules are followed;
- Supporting attorneys at depositions, mediations, motion practice and trials.

Requirements:

- Ability to work independently, with minimal supervision, and proactively seek out assistance as needed;
- Ability to juggle multiple priorities with tight deadlines and work in high pressure situations is critical;
- Strong understanding of North Dakota and Federal court administrative procedures;
- Excellent English grammar, punctuation, and spelling skills; writes clearly and concisely;
- Excellent proofreading, editing, and business communications skills.

Technology:

- Strong computer skills including Microsoft Office (Word, Excel, PowerPoint, Outlook) in a Windows 10 environment, including the ability to troubleshoot problems;
- Knowledge of electronic filing systems in Federal and State Court

Education and Experience:

- Bachelor's degree or paralegal/legal assistant certification preferred
- One to Three years of paralegal/legal assistant experience in a law firm or court setting is required