



THE LAW OFFICE OF
LOUIZA TARASSOVA ^{P.A.}
Your Law Advocate

Job Title:	Legal Assistant	Job Category:	Support Staff
Industry/Trade:	Law Office	Job Code/Req#:	N/A
Location:	Orlando, FL	Travel Required:	None
Level/Salary Range:	Entrance Level	Position Hours:	27-35 hours per week
HR Contact:	Louiza Tarassova	Date posted:	October 28, 2015
Will Train Applicant(s):	Specific company policies and procedures, Clio practice management software	Posting Expires:	Position open until filled
Company URL:	www.mylawadvocate.com		
Description:	Our law firm serves clients in civil litigation, personal injury, business and family.		
Applications Accepted By:			
E-MAIL: Louiza@mylawadvocate.com Subject Line: Legal Assistant Position		EMAIL MUST INCLUDE: <ul style="list-style-type: none">• Cover Letter• Resume• Contact Information• Specific Availability Limitations (if any)	
Job Description			
ROLE AND RESPONSIBILITIES <p>We are seeking a personable, highly organized and self-motivated person to act as the first point of contact for the law firm. Job responsibilities include:</p> <ul style="list-style-type: none">• Communicate with clients, other attorneys' offices and vendors• Maintain an organized environment within the law firm• Work closely with attorney and paralegal on a daily basis• Investigate and resolve legal and administrative issues			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none">• Working towards earning a college degree• Highly Proficient in Microsoft Word, Outlook, Internet Explorer• Fundamental understanding of office technology (phone, computer, scanner, printer)• Prior office experience required			
PREFERRED SKILLS <ul style="list-style-type: none">• Proficient in Russian			
ADDITIONAL NOTES <p>This is an entry-level position with an opportunity to acquire a deeper knowledge of the legal system, develop office management skills and observe a growing legal practice. We maintain a friendly and comfortable work environment, and expect that all team members are self-driven and do not require intense supervision.</p>			