Murphy Law Group, LLC, a boutique commercial litigation firm located in downtown Chicago, seeks a paralegal or legal assistant with a minimum of two (2) years’ experience in a legal setting.

This position will work with four full-time litigation attorneys and a several “of counsel” attorneys. This is not an entry-level position, but we will provide on-the-job training to familiarize you with our firm’s practice and general procedures. Little overtime is required and our firm provides a competitive salary, generous benefits, and friendly work environment.

Qualifications:

- Associate or bachelor degree in an applicable field
- 2 to 4 years of work experience in a law office environment or corporate legal department
- Prior experience with litigation processes, including docketing and state and federal e-filing
- Ability to provide general administrative support to attorneys such as preparing simple correspondence, record and deposition subpoenas, and transcribing dictation
- Experience maintaining physical and digital client files and calendar for the firm
- Proficiency in Microsoft Word, Excel and Outlook, and Adobe Acrobat
- Excellent organizational skills and ability to effectively manage multiple tasks during a limited timeframe
- Ability to work independently and collaboratively.
- Excellent writing and proofreading skills, including knowledge of correct grammar, spelling and punctuation usage
- Advanced interpersonal and communication skills for communicating with clients and opposing counsel when necessary
- Familiarity with practice management software such as Smokeball or Clio is preferred, but not required
- Paralegal certification is preferred, but not required

Duties & Responsibilities:

- Preparation of legal documents and correspondence from draft or dictation to proofread final, including typing, styling, and cross-referencing documents where necessary
- Organize and maintain client files, including index of orders and pleadings
- Finalize motions and pleadings for filing and electronically file with the appropriate court
• Provide telephone coverage, taking detailed messages in a professional and friendly manner, ensuring timely response to clients and opposing counsel
• Type and enter attorney time entries into billing system
• Maintain firm calendar and attorneys’ schedules
• Monitor and order office supplies as needed
• Maintain the same level of confidentiality with clients as the attorneys

Qualified Applicants should email a resume to careers@murphylitigation.com. References may be requested.