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We are looking to hire a legal assistant with superb research and administrative skills. Legal assistants are expected to work well under pressure and deliver on tight deadlines in a fast-paced environment.

Responsibilities:

Conduct legal research on cases and gather pertinent legal information.

Interpret laws, rulings and regulations in legal documents.

Compile, proofread and edit drafts of contracts, leases, licenses, policies and other legal documents.

Monitor, study and develop written summaries of proposed and enacted legislation, regulations, court decisions, industry guidelines, trade journals and other relevant publications.

Assist with case preparation including opening and closing arguments, and aiding in court motions or pleadings.

Daily record keeping with electronic and physical filing of caseloads.

Requirements:

Bachelors degree in law or paralegal certification or similar (essential).

Two years of legal research experience.

Two years of experience in drafting legal and business documents.

Analytical thinker with strong conceptual and research skills.

Ability to understand and interpret legal documents.

Strong organizational skills and meticulous attention to detail.

Ability to work under pressure and meet deadlines.

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