



## LEGAL ASSISTANT

Goodell, Stratton, Edmonds & Palmer, LLP has an opportunity for an experienced legal assistant. The legal assistant will provide administrative support to professional legal staff. Job responsibilities include but are not limited to:

- Word processing, drafting and proofreading pleadings and correspondence, and transcribing dictation.
- Maintaining and organizing client files and preparing and arranging for the filing of legal documents with courts, agencies, and other governmental departments.
- Entering time, reviewing bills, and ensuring all billable hours are accurately recorded and billed.
- Scheduling, coordinating, confirming, and maintaining calendars for attorneys and paralegals of all deadlines, court dates, depositions, appointments, and meetings
- Providing administrative support to paralegals and attorneys and additional administrative support to law firm such as answering phones, copying, faxing, making travel arrangements, and assisting in coordination of multiple deadlines.

### Requirements and Preferences:

- High school degree required, but college degree preferred.
- Minimum of Three (3) years' experience as a legal assistant, secretary or equivalent. Candidate should be able to show increasing responsibility related to office experience during which the necessary knowledge, skills and abilities were attained.
- Excellent analytical and observation skills with attention to detail.
- Strong time management and organizational skills with ability to prioritize and manage multiple competing matters for multiple attorneys.
- Excellent written, oral, and interpersonal communication skills.
- Strong word processing and computer skills, including proficiency with Word, Excel and time keeping applications.
- Knowledge of court pleadings and legal filings including ability to use state and federal electronic filing systems a plus.
- Must possess excellent judgment with ability to make important decisions within the scope of their duties daily.

Goodell, Stratton, Edmonds & Palmer, LLP offers a competitive compensation and benefit package commensurate with level of experience including health, dental and life insurance, 401k, Profit Sharing, paid vacation and sick leave and paid covered parking.

All qualified applicants will receive consideration for employment without regard to race, religion, color, gender, disability, age, national origin, or ancestry. Equal Opportunity Employer.

Please send resume to [gsep@gseplaw.com](mailto:gsep@gseplaw.com).

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#### PARTNERS

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MIRANDA K. CARMONA  
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#### ASSOCIATES

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CATHERINE L. WALBERG<sup>1</sup>  
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#### OF COUNSEL

PATRICK M. SALSUBY

#### RETIRED

WAYNE T. STRATTON  
ARTHUR E. PALMER

#### DECEASED

GERALD L. GOODELL (1932-2022)  
ROBERT E. EDMONDS (1932-2001)  
NATHAN D. LEADSTROM (1976-2020)

<sup>1</sup>ALSO ADMITTED IN MO

<sup>2</sup>ALSO ADMITTED IN MO, NE & OK