

Legal Assistant / Paralegal

Frieden & Forbes, LLP is seeking an experienced legal assistant/paralegal possessing a strong work ethic with the ability to work both independently and with other legal assistants and lawyers. This is a full-time position with competitive pay and benefits.

Responsibilities include but are not limited to:

- Preparation of legal documents, including correspondence, pleadings, discovery (Interrogatories, Requests for Production, Requests for Admissions), subpoenas, motions, and pre-trial pleadings
- Performing electronic court filings (federal and state courts)
- Maintaining accurate calendaring of court- and client-imposed deadlines and appointments
- Filing printed court documents and correspondence
- Coordinating travel arrangements
- Maintaining professional interactions with clients via email and telephone
- Performs other related duties as assigned.

Required skills/abilities include:

- Excellent verbal and written communication skills
- Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters.
- Proficient use of Microsoft Outlook, Microsoft Word and Adobe.
- Proficient using federal and state electronic court filing systems
- Possesses strong typing and proofreading skills
- Possesses strong organizational skills and ability to prioritize multiple daily assignments and meet deadlines
- Ability to maintain confidentiality, and to exercise discretion and good judgment.

If interested, please send resume to Timothy Resner at tresner@fflawllp.com or 1414 SW Ashworth Place, Ste. 201, Topeka, KS 66604.