

Legal Assistant

Shaheen
& Gordon

Shaheen & Gordon, P.A., Attorneys at Law, is seeking a Legal Assistant responsible for supporting a trial attorney with a diverse personal injury practice for their Manchester, NH office. This is a part-time position, working 25-28 hours per week. The ideal candidate will have at least 5 years of experience. To be successful in this role, the candidate must demonstrate the ability to work as a member of a team, in addition to working independently.

The ideal candidate must have experience with the following job responsibilities, which include, but are not limited to:

- Requesting, reviewing, and organization of medical records
- Preparing medical evidence for hearings and trial
- Scheduling of depositions, mediations, and independent medical examinations
- Management of personal injury files
- Preparation of correspondence, motions, and objections
- Knowledge of court rules and discovery deadlines
- Assistance with discovery and document management

- Proficiency with electronic filing systems in state and federal courts and the ability to file pleadings in both state and federal courts
- Strong computer skills, including Microsoft Office, Outlook, Excel, Adobe, scanning and maintaining electronic files
- Excellent communication skills with clients, court staff, claims adjusters, and opposing counsel

The ideal candidate must be organized and have the ability to multi-task and work under pressure. Attention to detail and proofreading skills are a must have. We look forward to welcoming someone who takes pride in their work, is enthusiastic, and who will thrive in a fast-paced environment.

Shaheen & Gordon presents a pleasant, supportive, challenging, non-smoking work environment. Salary and benefits commensurate with experience. Please forward your cover letter, resume, and salary requirements to **recruiting@shaheengordon.com**.

EOE