

# Legal Assistant-Manchester

Shaheen  
& Gordon

Shaheen & Gordon, P.A., Attorneys at Law, is seeking a full-time Legal Assistant responsible for supporting trial attorneys with a diverse personal injury and workers' compensation practice for their Manchester, NH office. 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/workers compensation 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, NetDocuments, Centerbase, 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