



Legal Assistant - Office Coordinator

Responsibilities include but are not limited to:

- Assist with the preparation and filing of pleadings, hearing exhibits, briefs, motions, ULPs, appearances and court documents etc.
- Maintain calendar of filing deadlines, hearing dates and meetings for attorneys.
- Assist in organizing and preparing for legal and training conferences and programs.
- Coordinates the workflow of all Associate staff.
- Plan, organize, and monitor special projects requiring Associate staff participation.
- Assist Communications Coordinator with various duties, such as proofreading.
- Other duties as assigned.

Skills required:

- High level of administrative experience and excellent technological skills.
- Understanding of rules and filing requirements for courts and state administrative agencies.
- Attention to detail, ability to meet deadlines and work independently on multiple tasks.
- Time management, creativity, and problem-solving skills a must.
- Excellent verbal, written, and interpersonal communications skills required and the ability to work cooperatively on a team.
- Prior experience or familiarity with legal assistant work, editing and proofreading skills desired.

Full job description provided upon request.

Search closes February 6.

Salary: \$25.68 - \$36.13 per hour

For full job description contact
Paula Gailing pgailing@nhnea.org.

NEA-NH is an equal opportunity employer