

Find Your Next Opportunity

**Shaheen
& Gordon**
ATTORNEYS AT LAW

Shaheen & Gordon is a full-service law firm with a commitment to excellence and a focus on community. A fixture of the New Hampshire legal community for over 40 years, the firm has expanded across Northern New England and all the way to Hawaii. Shaheen & Gordon offers the opportunity to further your career in the legal field at a fast-growing firm.

Shaheen & Gordon is currently looking to fill the following roles. The ideal candidates will have at least 1-3 years' law firm experience.

Personal Injury Legal Assistant – Dover, NH

Personal Injury/Workers Compensation Legal Assistant – Manchester, NH

Must have experience with New Hampshire Personal Injury/Workers Compensation.

Duties for both positions include, but are not limited to:

- Opening and closing of files
- Managing new client files, including performing conflict checks and drafting engagement letters for attorney approval
- Scheduling appointments/calendar court dates and deadlines
- Preparing general legal correspondence, motions, and objections
- Assisting with discovery and document management, including the management of personal injury files
- Serving and filing legal papers in various courts, with familiarity with electronic filing systems in both State and Federal Courts
- Preparing medical evidence for trial
- Skillfully communicating via email and phone with clients, court staff, and opposing counsel
- Utilizing organization skills when preparing case files for attorneys to use at court hearings

Requirements:

- File management proficiency
- Experience with contacting claims adjusters
- Experience with requesting, reviewing, and organizing medical records

- Experience with scheduling permanent impairment evaluations
- Knowledge of court rules and all discovery deadlines
- Excellent administrative skills with the ability to multi-task under pressure and prioritize
- Attention to detail and proofreading skills
- Strong computer skills in Microsoft Office, Outlook, Excel, Adobe, Filevine, scanning and maintaining electronic files is a plus

More About S&G

At Shaheen & Gordon, we live our brand: It's different here. We take our work very seriously, but not ourselves. We take time to know each other. We care about our clients. We invest in our communities. We know that our employees make all the difference, and we treat them accordingly—every member of our firm has a voice and is encouraged to use it.

Shaheen & Gordon is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), gender identity or expression, national origin, citizenship, veteran status, age, physical or mental disability, genetic information, marital status, sexual orientation, or any other consideration made unlawful by applicable federal, state or local laws in any aspect of employment, including but not limited to recruitment, hiring, training, evaluation, transfer, promotion, discipline, compensation, termination, and layoff. Shaheen & Gordon is also a non-smoking workplace.

We offer a competitive salary and a generous benefits package including health insurance, flexible spending account, short-term and long-term disability, paid time off, paid parental leave, life insurance and 401(k) with employer contribution. Although we value the opportunities for collaboration and learning that come with in-person contact, we are open to discussing flexible work arrangements.

Interested applicants please forward your resume, a cover letter, and a writing sample to: careers@shaheengordon.com. EOE