



Medical Malpractice – Legal and Administrative Assistant

The Medical Malpractice Defense department of Parker McCay is seeking a Legal and Administrative Assistant for their department. This is an excellent opportunity to work in an established and diverse practice. The ideal candidate will have Medical Malpractice Assistant experience within a law firm setting. Candidates should be highly organized and possess drive, energy, and high professional standards. They should be polished professionals with excellent written and verbal communication skills.

The Firm provides competitive salaries and benefits to all staff including 100% paid single health insurance plus a portion of dependent costs, 401(k) match and profit sharing.

Position Summary:

This role supports the delivery of quality legal services to clients by providing secretarial and administrative assistance to attorneys, performing complex and specialized administrative and clerical tasks, and working collaboratively with others within and outside of the department. The ideal candidate would have a pleasant and positive attitude with a focus on the administrative and secretarial piece.

Duties and Responsibilities:

- Manages multiple attorney calendars as needed, including initial scheduling, confirmations, and reminders.
- Manage court (e-filing) emails for at least one attorney.
- Schedule and arrange court conferences, trials, and meetings including conference rooms and meals.
- Receive and screen phone calls as well as take messages as required.
- Format and finalize attorney dictation and e-file same with the court as needed.
- Manage and organize client files in the Firm's cloud-based file management system.
- Prepare and process new matter notifications.
- Use legal technology including case management software and electronic document storage system.
- Maintain familiarity with court filing rules to file court pleadings and generally interact with appropriate courts.
- Compose and process legal documents such as routine cover letters and enclosures, memorandum, and complex legal documents for distribution and filing.
- Prepare legal documents both with and without templates.
- Enter time for at least one attorney.
- Open files both physically and electronically.
- Occasionally serve as backup for front desk and receptionist duties.
- Other duties as reasonably assigned.

Preferred Education and/or Experience Qualifications:

- Three (3) to five (5) years of experience as a litigation Legal Assistant, preferably providing support to multiple attorneys.
- Proficiency in Microsoft Office products - Word, Outlook, etc.
- Technologically savvy with previous use of electronic case management systems.



- Experience with cloud-based document management.
- Bachelor's degree preferred. An equivalent combination of education and experience will be considered.
- Paralegal experience is a plus.

The Firm is an equal opportunity employer and is committed to the maintenance of an employment environment which is welcoming of persons from diverse backgrounds and free from unlawful discrimination and harassment, and in which all of the legal rights of our employees are recognized and protected. Unlawful discrimination based upon race, color, religion, sex, sexual orientation, national or ethnic origin, ancestry, citizenship, age, marital status, genetic information, medical condition, physical or mental disability, pregnancy, veteran status, all other characteristics proscribed by law, and discrimination on the basis of gender identity and/or expression is strictly prohibited.

Job Type: Full-time