



Legal Administrative Assistant

Wong Fleming – 2000 RiverEdge Pkwy, Suite 500, Atlanta, GA 30328 – [www.wongfleming.com](http://www.wongfleming.com)

### **Job Description**

Seeking a Full-Time Legal Administrative Assistant.

Position will support Senior Litigation/Employment Law Partner. Under general direction, performs a variety of legal assistant work. Duties include: (i) transcribing digital and tape dictation; (ii) drafting/editing a variety of legal documents and communications for which knowledge of legal terminology, civil procedure, and legal pleadings is preferred; (iii) opening and maintaining legal files, primarily electronically; (iv) electronic document and case management assistance; (v) e-filing in state and federal courts; (vi) timekeeping and billing functions; (vii) light bookkeeping; (viii) interacting/communicating with clients, opposing counsel, vendors, and other individuals; and (ix) performing related duties as assigned.

### **Desired Skills & Experience**

Strong typing and dictation transcription skills; Strong communication skills; Trustworthy and reliable; Quick learner; Ability to take initiative; Self-Motivated; Easily adaptable to workflow changes; Strong technology skills preferred; Knowledge of ABACUS (or similar timekeeping/billing management system) preferred; Knowledge of WORLDOX (or similar document management system) preferred; Legal experience preferred; Litigation experience preferred; Employment law experience preferred.

### **Company Description**

Wong Fleming is an AV-rated national law firm with offices throughout many of the major population centers of the United States. As one of the largest women and minority owned law firms, we believe that the interests of our clients are best served by strong advocacy, high standards of professional conduct, and diversity of people. We work as a team and believe every team member is an equal contributor to our success.

### **Salary**

Competitive; Based on experience.

### **Submission Information**

Please submit a cover letter and résumé via email to Thomas Scott ([thomscottii@wongfleming.com](mailto:thomscottii@wongfleming.com)).