

Experienced Civil Litigation Secretary/Paralegal

Anderson Zeigler is accepting applications for a skilled full-time Civil Litigation Secretary/Paralegal, ideally with 3+ years of experience for our busy and expanding litigation department.

Responsibilities include (among others):

- Preparing, revising and formatting legal documents
- Knowledge of State Court deadlines and filing requirements
- Advanced experience with Microsoft Office Suite (Outlook, Word, Excel)
- Managing the calendar for multiple litigation attorneys
- Proficiency with Timeslips and entering attorney time
- Trial preparation, transcription and records filing

Successful candidates for this role are professional, hard-working, collegial and courteous. Someone with superior attention to detail and a positive attitude would be a good fit. We are looking for candidates who are self-motivated, show initiative and enjoy being part of a great team!

We offer a competitive salary and benefits package, along with a great working environment. If you are interested and have the above qualifications, please submit your resume and cover letter. Please provide at least two recent professional references.

We are an equal opportunity employer and make hiring decisions based on merit.