

Municipal Law Firm

Paralegal and Office Assistant — Full Time

Mid-town Anchorage AK, law firm is seeking experienced full-time paralegal and office assistant. Five (5) years Alaska experience is strongly preferred. The ideal candidate will enjoy working on a variety of cases and issues, with a wide array of tasks and responsibilities, including some office administration. We offer a friendly, relaxed, small-office atmosphere that allows for growth with high standards of performance, excellence, and success. We need a self-motivated individual who is knowledgeable, yet trainable, able to think “outside the box” and creative in strategizing in the best interests of our clients. A successful candidate will have experience billing time under attorney supervision. A positive, upbeat attitude is a must!

Applicants should demonstrate strong writing and proof-reading skills, including proficiency in spelling and grammar, along with familiarity with Microsoft Office Suite programs. Our paralegals routinely assist attorneys with research, drafting court documents and correspondence, filing documents with the court, as well as managing case dockets and case documents, both electronically and in hard copy. This position will also assist senior staff with various law and office administrative tasks. Excellent time management skills, flexibility and strong interpersonal communication skills are required. Familiarity with municipal law, administrative proceedings, personal injury and probate practice are helpful, but not required. A four-year college degree is strongly preferred.

Our Firm offers a competitive salary to the right person, along with paid holidays, vacation, and other perks. Interested applicants should email their cover letter, resume and two writing samples of their choice to kym@levesquelawgroup.com.