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| Job Title: | Legal Assistant | Job ID: | 63953 |
| Department/Group: | TN DDA (DIDD) | Position Type: | Contract |
| Duration : | 06/02/2025 - 12/31/2025 | Date Posted: | 05/08/2025 |
| Expenses Allowed | Yes | Posting Expires: | 05/16/2025 |
| **Location :** | Onsite  **Address**  520 W Summit Hill Dr, 5th Floor Knoxville, Tennessee 37902 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $22/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  EST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00 AM 4:30 PM Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **Description**  **Ideal candidate will have the following experience and skills:**  Experience as Paralegal or Legal Assistant for attorney or law firm that handles civil litigation. Minimum of 2 years working as a paralegal or legal assistant preferred. Some college experience, preferably graduate of a Paralegal program. Drafting legal pleadings using templates or copying example pleadings. Filing documents with courts and interacting with court clerk offices. Making/sending service copies by certified mail, making arrangements with process server when needed. Scheduling court reporters for court hearings and trials. Helping prepare trial exhibits and witness list. Organizing and maintaining legal files, both hard copy and electronic. Proficiency with building, updating, and maintaining spreadsheets, and working efficiently in multiple data bases. Timely management of casework, including proper  documentation and case resolution. Research/review/gather information for cases and document findings accurately. Outreach to internal/external customers for case information and remain professional at all times. Use Excel to track action and status updates on cases.  Excellent customer service skills. Strong verbal and written communication skills, with the ability to send clear, concise emails and respond in a timely manner. Be flexible and adaptable to changing work demands/tasks. Organization and diligent attention to detail is a must. Proofreads all documents and written communications.  Utilizes good time management, note-taking, email organization and distribution skills. Timely and efficiently process, index, and file documents. Attend staff meetings and participate in discussions. Maintain confidentiality and security of documents. Complete miscellaneous tasks as assigned by supervising attorney.  Must be self-motivated, initiate support to attorneys without being asked or directed, and able to stay on task while working independently and autonomously. This position is on site / in the office, 5 days/week and not a remote work position.  **Comments :**  Please note that this contract position is not remote. The candidate will be working in office/on site, 5 days/week. A successful and proven candidate may have the opportunity to do some remote work later, but this is not guaranteed.  **Qualifications**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Type** | **Category** | **Qualification** | **Description** | **Competency** | **Required** | | Skills | Others | Addressing |  | Proficient (4-6 Years) | No | | Skills | Others | Administative Assistant |  | Proficient (4-6 Years) | No | | Software | Others | Adobe Acrobat |  | Proficient (4-6 Years) | No | | Skills | Others | Appointment Setting |  | Proficient (4-6 Years) | No | | Skills | Others | Correspondence - Email |  | Proficient (4-6 Years) | No | | Skills | Others | Correspondence - General |  | Proficient (4-6 Years) | No | | Skills | Others | Customer Service |  | Proficient (4-6 Years) | No | | Skills | Others | Customer Service Skills |  | Proficient (4-6 Years) | No | | Skills | Others | Data Entry |  | Proficient (4-6 Years) | No | | Skills | Others | Emailing |  | Proficient (4-6 Years) | No | | Skills | Others | Faxing |  | Proficient (4-6 Years) | No | | Skills | Others | Filing |  | Proficient (4-6 Years) | No | | Software | Others | Internet |  | Proficient (4-6 Years) | No | | Skills | Others | Legal |  | Proficient (4-6 Years) | No | | Software | Others | Microsoft Excel |  | Proficient (4-6 Years) | No | | Software | Others | Microsoft PowerPoint |  | Novice (1-3 Years) | No | | Software | Others | Microsoft Word |  | Proficient (4-6 Years) | No | | Skills | Others | Printing and Copying |  | Proficient (4-6 Years) | No | | Skills | Others | Proofreading/Editing |  | Proficient (4-6 Years) | No | | Skills | Others | Scheduling |  | Proficient (4-6 Years) | No | | Skills | Others | Typing |  | Proficient (4-6 Years) | No | | Skills | Others | Verbal Communication |  | Proficient (4-6 Years) | No | | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 05/08/2025 |
| **Approved By:** | Ram S | **Date:** | 05/08/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 05/08/2025 |