

## LEGAL ASSISTANT

Are you the kind of person who can pick up on little details in conversations with friends? You know, like those subtle cues that others might miss? Do you have a knack for anticipating the needs of those around you, just like Alfred did for Bruce Wayne? And hey, do you feel a sense of accomplishment when you finally fill in that last cell in a data table? Oh, and speaking of emotions, did you tear up a little when Shadow came running over the hill in Homeward Bound?

Final question: When faced with a challenge, do you lean in or retreat?

- If you thrive in a fast-paced environment, excel at finding hidden gems, possess fluency in both **English** and **Spanish**, and have a genuine ability to empathize with others (such as appreciating emo music exclusively on vinyl records), you could be the ideal candidate for our Legal Assistant position.

As a Legal Assistant you will be one of the first points of contact for potential new clients, you'll gather information during intake, assist in the beginning phases client matters, order and receive medical records, and assist in writing demands. You'll have the opportunity to work directly with the rest of our team to provide an excellent client experience and communicate with clients on a daily basis in an effort to show how we truly understand what they are going through.

**\*\*\*IMPORTANT: TO APPLY\*\*\***

**You will be evaluated and vetted based on your ability to follow instructions**

Do not apply through the contact form on our website

**To Apply:** Please call **713-965-4129** to receive step-by-step instructions on our application process.

Key Responsibilities Include:

- Intake of new clients.
- Drafting, sending, and receiving various documents during the pre-litigation phase of a case.
- Requesting and receiving medical and billing records.
- Drafting first rate demand packages.

About James Trial Law Firm

James Trial Law Firm is a fast-paced, high growth plaintiff's personal injury firm with an unwavering commitment to an exceptional client experience. We walk every day in our clients' shoes because we've already been there—either through our own injuries or that of close family or friends.

We understand that what we do is more than a job, it's a calling to help others. We are all about hard work and being grateful that our clients have chosen us to fight for them.

Why You Should Work Here

- You will become part of a cohesive team with attorneys that are down in the trenches working side by side with support staff.
- You will be working with a team that is encouraging and supportive—happy to help and teach as you work and grow.
- You will experience working in a culture that strives for excellence in everything we do and pushes you to grow both professionally and personally.

If you're looking for a job that's dull and easy, we're not the firm for you. We put 110% effort into everything we do. Greatness is achieved through hard work, discipline, and sacrifice, and we're determined to be great.

If you'd like to be part of shaping the future of a growing law firm that believes in doing things differently, then we want to hear from you.

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Our requirements are pretty straightforward. TO QUALIFY YOU MUST:

- Be bilingual in both English and Spanish.
- Feel comfortable greeting/receiving guests.
- Have exceptional communication skills.
- Have the ability to talk on the phone and enter data at the same time.
- Have a fast-paced work ethic that thrives under pressure.
- Be able to anticipate next steps and execute tasks in a short time frame.
- Proficient at navigating MacOS (Apple computers).

Past Experience Desired (but not required):

- CASEpeer client management software
- Demand writing for personal injury cases
- Experience ordering medical and billing records