

LEGAL ASSISTANT

Location: 100% remote, U.S.

Hours: 5-20 hours per week, flexible daytime availability needed

Salary: commiserate with experience/training/skill level, between \$15-\$35

Benefits: None

Requirements: Driver's license, ability to drive to post office/UPS store when necessary

Job Duties:

- Manage client intake (take down potential client information and summarize when necessary, draft engagement letters, schedule client consultations)
- Manage calendar invites and events for two attorneys
- Handle informational client calls/client updates
- Assist with filings, formatting according to local rules and fulfilling filing requirements by either e-filing documents or arranging for a courier service to file legal documents
- Answering the phone (remotely) and taking messages for the firm's two attorneys
- Sending out invoices, engagement letters, and other correspondence
- Other administrative tasks as necessary

Other: The ideal candidate will have a professional demeanor, a positive outlook, and the flexibility to handle a variety of different tasks. The work that we do requires the strictest confidentiality and discretion. Responsibility and diligence are extremely important, as is attention to detail.

If you have a legal or business background, that would be preferred, but we're willing to train the right candidate.

Ramsingh Legal provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To apply: send an email with your resume and/or a description of how you fit the role to joy@ramsinghlegal.com