

## Part-time Litigation Legal Assistant – Valdosta, GA

### Job Description

Coleman Talley LLP has an immediate opening in our Valdosta, GA office location. We are seeking a part-time legal assistant to support the firm's litigation department. Experience with litigation matters is preferred. Salary is commensurate with experience. The successful candidate would have no less than two years' experience in a professional office environment.

### Job Duties

1. Assist attorneys and support staff with all aspects of litigation cases, including drafting and filing legal documents, preparing correspondence, and maintaining case files.
2. Conduct legal research using various resources to support case preparation and strategy.
3. Coordinate with clients, opposing counsel, and court personnel regarding case scheduling, hearings, and filings.
4. Manage calendars and schedules for attorneys, including arranging meetings, depositions, and court appearances.
5. Scan documents to case files.
6. Organize and maintain electronic and physical case files, ensuring all documents are accurately labeled and stored.
7. Prepare and proofread legal documents, including pleadings, motions, discovery requests, and responses.
8. Assist with trial preparation, including preparing trial exhibits, witness lists, and trial binders.
9. Assist with front desk responsibilities, i.e. answering incoming calls and greeting clients.
10. Handle other administrative tasks as assigned.

### Qualifications

- Strong word processing skills
- Strong organizational skills and ability to multi-task
- Possesses a sense of urgency
- Works both independently and as part of a team
- Proficiency in Word, Microsoft Outlook, Adobe, and Excel
- Self-starter; highly motivated
- Detail oriented
- High degree of professionalism with strong verbal and written communication skills
- Litigation Legal Terminology and Procedures

### Schedule

Part-time position, approximately 25-28 hours per week, arranged during the workweek, Monday through Friday, between the hours of 8:30 a.m. to 5:30 p.m.

Coleman Talley LLP hires hard-working individuals with diverse backgrounds and interests. We value our culture and are proud of our respectful and friendly reputation.

### How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com)

### About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

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