



Job description

About us

Law Offices of Stephenson, Acquisto & Colman has worked for both government agencies and large insurance companies for the past 35 years. This experience gives our clients an edge in their litigation efforts.

SAC currently employs more than 100 people with offices in California and Illinois. The law firm's full-time professional team includes attorneys, nurses and physicians. The firm staff has extensive experience in all areas of law related to healthcare matters. SAC's partners have more than 100 combined years of legal experience while establishing strong working relationships within all areas of the healthcare industry.

JOB DESCRIPTION

Legal Assistant

Job Type: Full-time | In-House

Pay: \$22.00 per hour

Summary/Objective

Law Offices of Stephenson, Acquisto & Colman, a specialty health care law firm, is seeking a Legal Assistant candidate with 2 – 4 years of experience to join our team.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities:

- Demonstrate a working knowledge of California state and federal civil procedure, including law and motion and discovery timelines;
- Handle heavy attorney caseload;
- Be well organized and efficient with time management skills;



- Prepare standard legal documents (court summonses, arbitration demands, witness and exhibit lists, notices of hearings, etc.);
- File/serve legal documents via all methods: snail mail; overnight service; electronically and/or through an attorney service company;
- Prepare trial and arbitration binders;
- Schedule Courtcall for court appearances;
- Accurately calculate and calendar deadlines;
- Maintain attorney trial and arbitration calendars;
- Keep assigned attorneys updated on upcoming deadlines;
- Prepare discovery response “skeletons”;
- Prepare document production (Organizing/ PDF-ing / Bates-stamping);
- Submit check requests for court and arbitration fees;
- Prepare standard cover letters to clients and various arbitration agencies;
- Prepare client correspondence re: new arbitration/trial dates; enclosing refund checks, etc.

Optional:

- Prepare drafts of written discovery responses;
- Draft settlement agreements;
- Prepare suit approval spreadsheets;
- Proactively request additional documentation from clients;
- Request medical reviews;
- Analyze claims.

Requirements

1. Time Management skills
2. Highly organized



3. Attention to detail

4. Proficient in Microsoft Office

5. Personal Effectiveness/Credibility

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 8:30 a.m. to 5:30 p.m.

Preferred Education and Experience

- College degree.
- Two to four years of equivalent experience.
- Training or experience in computer applications.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Law Offices of Stephenson, Acquisto & Colman provided the following inclusive hiring information:



We are an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Experience:

- Secretary: 2 years (Required)

Work Location: In person – Office in Glendale