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Position Title: Legal Assistant – Blend of Trusts & Estates and Litigation

Time Commitment: Full-time

Hourly Range: \$19-\$23 (commensurate with experience)

Compensation: Complete Benefit Package, including but not limited to: Health, vision, dental and life Insurance, 401(k) plan, and paid time off (PTO)

Location: Asheville, NC (in office position)

Who We Are

Established in 1907, The Van Winkle Law Firm is the largest law firm headquartered in the beautiful mountains of Western North Carolina. With two office locations, we proudly serve individuals, families, and businesses throughout the Southeast. As a distinguished and respected firm, our attorneys and staff have become recognized for our ability to utilize the best practices and methods possible to meet our clients' needs. While we are passionate about providing sound legal counsel, we believe our responsibilities go beyond serving as legal representatives. We are interested in getting to know our clients and obtaining a thorough understanding of their unique needs and goals.

Our Values and Culture

Van Winkle, Buck, Wall, Starnes and Davis, P.A. is committed to advancing, cultivating, and preserving an organizational culture of diversity, equity, and inclusion. We strive to create a workplace where our employees, clients, and business partners can thrive. We are an Equal Opportunity Employer providing all employees and applicants with a workplace free from discrimination or harassment, and with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by federal, state, or local law. Unlawful discrimination, harassment, and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request reasonable accommodation to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. If you need accommodation or need to discuss your situation, please contact the Firm Administrator.

Our Ideal Applicant

General knowledge of litigation and trusts and estates with a thorough familiarity with legal terminology pertinent to the area of litigation and estate planning and trusts/estate administration. The ideal candidate will work great with a team, in a fast-paced environment. We welcome a diverse applicant pool. LGBTQIA+ individuals, Black, Indigenous, people of color, parents, people with different abilities, veterans and folks who speak English as a second language are encouraged to apply.

Requirements

- Minimum of a high school diploma or equivalent is required, advanced skills or education is a plus
- Previous legal assistant experience in litigation and the trusts and estates practice area is a plus
- Willingness to learn the practice and its systems
- Exceptional attention to detail, excellent organizational and communication skills, and proficient word processing skills
- Ability to work well independently, be responsive, and manage deadlines
- Exceptional flexibility and strong prioritization skills and the capability to adapt to change
- Proficiency in Microsoft Office products is a requirement

Responsibilities

- Maintain positive and timely responsive contact with clients and observe confidentiality of client matters
- Screen cold calls, open new files, conduct conflict checks and close files
- Prepare correspondence and reports; assemble documents for new client meetings
- Create documents using legal formats and terminology, draft letters, memos, documents, and various other correspondence for attorneys and proofread all work
- Organize and maintain electronic records; e-court filings
- Manage traditional administrative needs such as daily mail, scanning and proper indexing of pleadings and discovery
- Mediation support (scheduling, conference room set-up, ordering lunch, etc.)
- Manage daily workflow including scheduling appointments and depositions, maintaining calendars and proper deadlines, and being a helpful resource to the supervising attorney(s)
- Demonstrate good judgment and professionalism, and exhibit flexibility and versatility to provide support
- Demonstrate strong reasoning and resolution skills

How to Apply

We offer an excellent benefits package and competitive salary, commensurate with experience. All inquiries and applications will be kept in confidence. Please submit all application materials to careers@vwlawfirm.com.