



Recruiting Legal Administrative Assistant

SLG, an award-winning business litigation boutique, is recruiting Associates to join its team. An inspirational presence in the legal industry since 2017, SLG takes a client-centric approach to dispute resolution resulting in multiple Fortune 100 companies repeatedly retaining SLG to resolve contractual, financial services, product liability, labor, employment, and personal injury claims through litigation, arbitration, investigations, and trial.

As SLG continues its steadfast growth, it is recruiting a Legal Administrative Assistant with preferably 5+ years of experience as a Legal Assistant or Legal Secretary. An associate degree in Paralegal Studies or a related field is required. The Legal Administrative Assistant performs a range of secretarial and administrative duties.

Know Your Role

- Communicating with clients via phone, by email and in person to conduct interviews and field questions
- Attending meetings and taking accurate notes on proceedings
- Assist Lawyers and other legal professionals prepare for trials or court cases
- Answer telephones and greet clients, respond to clients and provide information to clients
- Participate in SLG firm-wide meetings to provide docket and personnel updates
- Attend sponsored firm events and business conferences on behalf of SLG
- Log and distribute incoming mail, including regular and electronic mail
- Set up, organize and maintain paper and electronic filing systems in accordance with recognized procedures and standards
- Organizing documents for court filing and record-keeping
- Transcribing and proofreading legal documents
- Scheduling client appointments and court dates
- Record and monitor deadlines and update multiple calendars
- Update status and tracking reports
- Collect and retrieve information from files as needed
- Create, format, revise, and edit legal documents as needed
- Review and proofread documents and correspondence to ensure accuracy
- Process and distribute documents effectively
- Plan and schedule appointments, conferences, meetings and travel arrangements for legal staff
- Coordinate logistics for meetings and conferences
- Provide administrative support, including copying, scanning, and faxing



WHY SLG?

Teamwork. Work Ethic. Practice. Showtime. Repeat. As a former collegiate athlete and coach, I learned these intangible skills, which set me apart as an advocate, arbitrator, and investigator. Now, these traits are assets to my client's ability to effectively resolve disputes.

Founding Partner Amy M. Stewart

Be A Star In Your Role

- Ethical, future-focused, positive mindset, team player with a learner mentality
- Entrepreneurial spirit, ready to learn, eager to take on new responsibilities
- 5+ years of Legal Administrative Assistant performing a range of secretarial and administrative duties
- Work independently while handling multiple files
- Exceptional time management, legal writing, and verbal communication skills
- Excellent verbal and written communication skills
- Understanding of legal language and principles, research methods, court pleadings and processes
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to function well in a high-paced and at times stressful environment
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite

What SLG Offers You

- Positive, empowering, and collaborative work environment
- Competitive salary and discretionary bonuses based on years of experience
- Hybrid work flexibility
- Health, dental, and vision insurance
- HSA with employer contribution
- STD, AD&D, and life insurance
- EAP and mental health advocacy services
- 401k with employer contribution
- Paid time off plus 10 paid holidays

Get in the Game

Send your resume to Clint at cquillan@stewartlawgrp.com. No recruiters, please.

About Stewart Law Group

Founded in 2017, Stewart Law Group is the largest minority and woman-owned business litigation firm in the Dallas-Fort Worth area that handles commercial, product liability, insurance, employment, and labor disputes. Nationally recognized for its excellence in legal services, SLG represents Fortune 100 companies across the country in court and arbitrations. Based on the firm's Founding Partner's background as a former collegiate student-athlete and coach, SLG believes in the team concept and invests time and resources in coaching the next generation of legal professionals.

