

Legal Assistant – Starnes Davis Florie LLP.

Location: Birmingham, AL

Job Type: Full-Time

******Offering Very Competitive Base Compensation with Potential for Bonuses******

About the Role

A regionally and nationally recognized civil defense litigation firm is seeking a highly organized and proactive Legal Assistant to support its Labor and Employment Group. This position offers a dynamic work environment in Homewood, Alabama.

The ideal candidate will have prior experience in labor and employment litigation, strong knowledge of court filing guidelines, and the ability to anticipate attorney needs with minimal direction.

We offer a competitive compensation package, including merit-based bonuses, generous paid time off, and a 401(k)/profit sharing plan. If you thrive in a fast-paced civil litigation environment and enjoy supporting multiple attorneys with precision and professionalism, we encourage you to apply.

Key Responsibilities

- Provide high-level administrative support to multiple attorneys in the Labor and Employment practice group
- Draft and prepare various employment agreements and forms.
- Prepare and file legal documents such as appeals, motions or petitions in state and federal courts, ensuring compliance with applicable filing rules and deadlines
- Maintain and manage attorney calendars.
- Perform transcription and document formatting
- Open and manage new client matters, including conflict checks and engagement letters
- Enter attorney time accurately into the firm's time and billing system
- Maintain case lists and generate monthly reports using Excel
- Create PowerPoint presentations and other client-facing materials as needed
- Proactively monitor deadlines and anticipate attorney needs to ensure timely and efficient case management

- Communicate effectively with clients, court personnel, and firm staff

Required Skills

- Prior experience as a Legal Secretary or paralegal in civil defense litigation, preferably with labor and employment matters
- Strong knowledge of court procedures, filing guidelines, and litigation terminology
- Excellent organizational skills with the ability to manage competing priorities and multiple attorneys
- Proven ability to work independently and anticipate needs without being prompted
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Proficiency in Adobe
- Strong transcription skills; typing speed of at least 70 WPM with minimal errors
- Exceptional attention to detail and time-management skills
- Ability to perform well under pressure in a fast-paced environment

Benefits Offered

- Competitive base salary with potential for spot and annual merit-based bonuses
- Health insurance benefits
- Generous PTO and vacation policies
- 401(k)/profit sharing plan
- Free breakfast first Friday of each month
- Remote workday once/week

Equal Opportunity Employer. Criminal background check required.