



Practice Support Clerk/Junior LAA

Hawley Troxell has an opening for a Practice Support Clerk/Junior LAA to provide entry level general administrative and clerical support to attorneys as well as filing and records management support to the assigned legal administrative assistants in a busy, fast-paced firm. Duties include creating files, orderly and efficient filing of physical and electronic records, maintaining pleading books, and other projects as assigned. Must have a minimum of 2 years' experience, preferably in a law firm setting, strong interpersonal and communication skills, and the ability to multitask, prioritize, and organize a busy workload. Proficient with MS Word, Excel, Outlook, and electronic file management systems. EOE. Candidates must complete an application and submit a cover letter & resume at our website: <http://www.hawleytroxell.com/careers/application-form/>