Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Legal Support Assistant	**Job Category:**	Other Legal Positions
Department/Group:	Unassigned	**Posted By:**	Gina Emery-Duplechan
Location:	Wilmington, Delaware	**Travel Required:**	N/A
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	03/17/2022
Reports to:	Director of Office Administration	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr LLP has an exciting opportunity available in our Delaware office for a Legal Support Assistant. The selected individual will provide administrative support to Legal Administrative Assistants (LAAs) in our Litigation, Bankruptcy, Finance and Business & Transactions practice groups. This position is hybrid and requires a work schedule of 3 days a week in the office once fully trained.

Duties:

Duties will include document production, client file organization, records management, accounting, billing functions, assistance with trial preparations and assisting with pre- and post-closing transactions.

Skills/qualifications:

Candidates considered will be proactive self-starters; able to work well both independently and within a team and have demonstrated experience maintaining high quality work products in a fast-paced environment.

This position requires a high degree of proficiency and advanced skill level with Microsoft Office

[NOTE: Attach separate sheet(s) as necessary with the complete job description]