

Firm/Company Name:	Ballard Spahr LLP	Website:	www.ballardspahr.com
Job Title:	Legal Administrative /	Work Option:	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:	Litigation	Posted By:	Gina Emery-Duplechan
Location:	Center City	Travel:	N/A
Salary Range:	Negotiable	Position Type:	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	Date posted:	3/2/2023

How to Apply: (Fax, Email, Mail, Link, etc.):

Link: <https://jobs.silkroad.com/BallardSpahr/Careers>

Job Description

Brief Summary: Ballard Spahr LLP has an excellent opportunity for a legal administrative assistant with demonstrated executive-level administrative skills to work in our Philadelphia office.

Duties: The selected individual will support attorneys and practice group leaders in the firm's Litigation Department, including internal and external communications, calendar management, travel and meeting logistics, and preparation of documents, reports, and presentations. Litigation responsibilities include preparing documents for state and federal court filings, including discovery requests and responses, letters, pleadings, motions and documents, as well as e-filing in various state and federal courts, both trial and appellate.

Skills/qualifications: Qualified applicants will be highly motivated, possess strong communication, organizational, and client service skills, and can multi-task and work in a team-oriented environment. A high proficiency with Microsoft Office suite, including Word, Excel, Power Point and Outlook is required. Top-notch accuracy, spelling, grammar and proofreading skills are necessary. Judgment and discretion, and the ability to maintain confidences, is essential.

This position requires a minimum of 3 years of executive-level administrative experience. Experience with e-filing, document management, and time and billing systems a plus.