



Legal Assistant - WI

Job Summary:

Working out of KWA's Cleveland office, you will play a crucial role in our day-to-day operations by ensuring that all legal documents and filings are handled efficiently and accurately. You will work closely with attorneys to facilitate the smooth progression of cases and maintain compliance with all legal requirements.

Primary Responsibilities:

- Prepare satisfactions and dismissals for attorney review.
- Review the docket for Answers filed by Defendants and obtain copies of the filed answers.
- Draft complaints including obtaining time-stamped copies of complaints and maintain accurate records.
- Check for service
- Notarizing
- Client agreements, reviews, updates,
- Various motions including the motion to continue, extend, renew, ruling, strike, bifurcate, reconsideration, return to active docket, stay, and motion to lift stay.
- Judgments requests, including contacting courts.
- Manage e-filing and mailing legal documents.
- Ensure all documentation is entered correctly and submitted on time.
- Assist with e-filing and copying of necessary documents.
- Collaborate with paralegal to support case management and ensure compliance with deadlines.
- Perform other incidental and related duties as required and assigned.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

Qualifications:

- Education: High school or equivalent.
- Proven experience as a Legal Assistant, preferably in Wisconsin law.
- Familiarity with legal terminology, procedures, and documentation.
- Strong organizational skills with keen attention to detail.
- Proficient in e-filing systems and Microsoft Office Suite.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.

Great work environment and attractive benefits package including health, FSA, HSA, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.

