

Litigation Administrative Assistant

The Litigation Assistant supports three litigation attorneys as a primary assignment.

**Qualifications:** A successful candidate will possess the following skills:

1. Knowledge of litigation process and procedures. Draft, transcribe and proofread letters, agreements and pleadings. Schedule depositions by preparing and forwarding summonses and subpoenas. Monitor discovery responses. Support trial proceedings. Coordinate preparation of charts, graphs, and other courtroom visuals. Schedule mediation conferences. Maintain attorney calendar by scheduling conferences, teleconferences, court dates and depositions.
2. Assist with meeting and trial preparation, depositions, and other litigation-related responsibilities. Oversee and coordinate filings with Docket through return of stamped copies from the court. Maintain knowledge of electronic court filing procedures. Ensure all pertinent dates are docketed. Index all pleadings.
3. Ten plus years of on the job experience necessary in order to gain an understanding of litigation practice area. Associate Degree or better.
4. Complex document production, experience with pleadings and case management in various courts and administrative agencies
5. Excellent word processing and spreadsheet skills.
6. Initiative; and the ability to manage daily schedules and multiple deadlines
7. Interpersonal skills necessary in order to communicate with a diverse group of attorneys and clients and provide information and "customer service" with ordinary courtesy and tact.

**About Hemenway & Barnes LLP**

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

**To Apply:**

Qualified candidates may send their resume, in confidence, to the address [hr@hembar.com](mailto:hr@hembar.com).