



## *Sommers Law Group, LLC*

ESTATE PLANNING, WEALTH PRESERVATION, AND ASSET PROTECTION

March 28, 2018

### **ADMINISTRATIVE ASSISTANT**

Lakewood law office seeks a dynamic Administrative Assistant. Duties include greeting clients, answering phones, back-up secretarial/paralegal assistance, entering timesheets/billing, typing correspondence and legal documents, keeping client information current in our Clio database, document copying and assembly, witnessing client signatures, filing, scheduling appointments, assisting with marketing campaigns, scheduling and attending seminars, screening phone calls and taking messages. Experience in a law firm and/or estate planning/probate is not required but is helpful.

While legal secretary/paralegal experience is not essential, a successful candidate will be independent, articulate, emotionally intelligent, highly organized, a self-starter, and able to work under pressure. **OFFICE EXPERIENCE IS MANDATORY!** There is room for growth in this office, for the right candidate.

Professional appearance and positive attitude are required. Qualified candidates will interact well with clients, paralegals, and attorneys, must be punctual and flexible, have excellent written and oral communication skills, possess a very meticulous attention to detail, and be a team player. Ability to multitask and prioritize with minimal oversight is critical. Common sense is crucial. A background check and skills assessments will be required.

This is a full-time position and all employees are expected to adhere to the full-time status. Please include a cover letter, your salary requirements, and attach your resume, either in Word or PDF, to any response.

#### **Send your resume and cover letter to:**

Amanda Green, Office Administrator  
[amanda@coloradoestateplanning.org](mailto:amanda@coloradoestateplanning.org)  
390 Union Blvd  
Suite 280  
Lakewood, CO 80228

No phone calls please.