

CAPUA LAW

## Legal and Accounting Assistant at Capua Law Firm, PA

**Organization Type:** Law Firm (16 employees)

**Location:** Boone, NC; In-person

**Job Title:** Legal and Accounting Assistant

**Position Type:** Full-Time

**Positions Available:** 1

**Minimum Experience:** 2 years

**Compensation:** Starting at \$22 to \$25 per hour commensurate with experience; generous benefits

### Job Purpose:

Participates as a team member and assists paralegal manager, firm bookkeeper and dataroom manager with day-to-day duties to support the law firm and its clients. Directly reports to paralegal manager.

### Work Experience:

Must have at least 2 years of experience in all aspects of a law firm's daily operating procedures and protocols including familiarity with civil litigation.

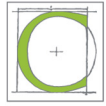
### Job Duties:

- **Legal Assistant Duties:** Prepare timelines, discovery spreadsheets, manage zoom invites, assist paralegal manager with scheduling and updating calendar, maintain contact information and client matter updates in Clio, assist paralegal manager with deadlines and update case management spreadsheet, prepare drafts of simple motions, notices, subpoenas and other legal documents, assist paralegal manager with pulling exhibits and cases for mediation, hearings and trial, assist attorney with trial preparation including trial notebooks and jury research, continuous updates of templates for litigation matters, assist paralegal manager with tracking subpoenas and subpoena productions.
- **Dataroom Duties:** Assist dataroom manager with special projects, working in the firm's e-discovery program and other various duties to keep the law firm's documents organized.
- **Accounting Duties:** Categorize firm expenses and track, record and track client expenses, record income from clients, record and track monthly billable expenses from 3rd party vendors.

### Position Requirements:

This job requires an energetic, punctual, organized and disciplined individual who is willing to work hard and able to work well under time constraints.

- Strong attention to detail and communications skills
- Discretion in handling and communicating sensitive information
- Ability to manage multiple projects at once in a fast-paced environment
- Willingness to work under pressure in a dynamic environment
- A positive attitude and willingness to do whatever it takes to get the job done



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**Preferred Skills/Qualifications:**

Microsoft Suite Skills, Telephone and Computer Proficiency, General Office Experience, Sharefile Proficiency, Dependability, Professionalism, Confidentiality.

It is the policy of Capua Law Firm, PA to administer all employment activities without discrimination because of race, sex, age, religion, national origin, disability, sexual orientation, gender identity or veteran status in accordance with all local, state, national laws, executive orders, regulations, and guidelines.

To apply for this position, send resumes in confidence to [johns@capualaw.com](mailto:johns@capualaw.com).

<https://www.capualaw.com/>