

Litigation Legal Secretary - Houston Office Downtown

With more than 160 attorneys, Kean Miller is one of the largest full-service law firms based in Louisiana, and the largest in the Capital Region. From offices in Baton Rouge, New Orleans, Shreveport, Lafayette, Lake Charles, Houston and The Woodlands, we serve the legal needs of the people, businesses, and industries that drive the regional economy. From the courtroom to the boardroom, our people provide creative solutions, unique strategies, and unparalleled value that allow our clients to perform at the highest level.

Position responsibilities include, but are not limited to the following:

- Draft, proof, edit documents (letters, motions and pleadings)
- E-File court filings
- Maintain attorneys' calendars
- Open new matters
- Maintain an electronic and paper filing system
- Coordinate meetings and travel arrangements
- Submit expense reimbursements
- Input time into billing software
- Transcribe dictation

Position requirements:

- Prior litigation experience in a defense firm
- Keen attention to detail and strong organizational skills
- Clear and effective communication skills both orally and in writing
- Must enjoy working in a team environment
- High proficiency in MS Office Suite

Kean Miller provides its employees with competitive salaries and a full paid benefits package, a great work environment, stability, generous paid-time off and contributes to a 401k plan. Employees are recognized and rewarded for their achievements through annual performance evaluations and annual salary reviews.

Kean Miller is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal and local laws prohibiting discrimination based upon, race, color, national origin, gender identity, age, genetic information, disability, military or veteran status, religion, sexual orientation, or other status protected by law.

Why apply? We are different than any law firm you have ever worked at or ever will! People First. It's how we treat each other and it's the foundation of our client relationships. <http://keanmillerpeoplefirst.com/our-people>

Qualified candidates, please email your confidential resume to hr@keanmiller.com