About The Firm:
Ludwig Law Firm is a boutique style personal injury law firm located in West Little Rock, Arkansas. We are currently seeking to add a legal assistant with strong organization and communication skills who will work closely with attorneys in developing case information and managing client files. Applicants need an upbeat attitude with the ability to handle tasks without direct supervision.

Legal Assistant Job Duties:

* Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information; and confirming case status with attorney.
* Helps develop cases by maintaining contact with people involved in the case; preparing and forwarding summonses and subpoenas; obtaining medical records and bills; preparing responses to opposing counsel; and generating status reports.
* Keeps clients informed by maintaining contact; communicating case progress; and intaking potential client information.
* Maintains case costs by verifying outstanding balances with attorney, clients, and providers.
* Supports case preparation by preparing case summaries; monitoring and obtaining discovery responses; and organizing materials for team case review.
* Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; and ensuring that witnesses are ready when needed.
* Accomplishes organization goals; helps prepare documents; and keeps a positive outlook.

Legal Assistant Skills and Qualifications:
Reporting Skills, Basic Research Skills, Client Relationships, Organization, Planning, Attention to Detail, Confidentiality, Dependability, Client Confidentiality; Typing Skills; Understanding of Word, Excel, Outlook; and the Ability to Use Mac Computers.

Kyle Phillip Ludwig  | Attorney

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