**Paralegal/Legal Assistant**

Richard C. Bardi & Associates, LLC seeks a full-time, permanent paralegal or legal assistant to support a small firm focused on civil litigation, family law/domestic relations and criminal defense cases.

Duties shall include: preparation of routine legal documents and correspondence; case management; calendaring and monitoring deadlines; establishing and maintaining case files; and supporting the administrative assistant with overflow work such as answering telephone calls, managing incoming/outgoing correspondence and general administrative tasks such as copying, scanning, filing, etc.

Qualifications:

* At least two years’ paralegal or legal assistant experience;
* Ability to conduct legal research using Lexis; and
* Knowledge of Superior Court and Probate & Family Court practices and procedures.

The ideal candidate will have a professional, positive attitude, excellent organizational skills, and the ability to multi-task.

The position is available immediately. Our office is in Beacon Hill/Government Center and is easily accessible via public transportation.

Interested candidates should submit a cover letter and resume to the attention of Richard C. Bardi, Esq. at bardi@richardbardi.com.