



## **VACANCY ANOUNCEMENT**

### **FULL-TIME LEGAL ASSISTANT**

#### **Duties & responsibilities**

The legal assistant will be responsible for:

- manage the day-to-day work of the firm (correspondence, phone calls, emails) and assist the attorney(s) in the management of the files and cases; Open new claim files, maintain the filing system, prepare pleadings binder,
- collect, organize, and submit information to attorneys; help with legal research; mail the proper paperwork to courts, clients, etc; take notes at depositions, interviews, hearings, discussion with the clients.
- Maintain the Law Management Software and MS Outlook Database (entering new files, closing files, updates) for an easy reference and rapid retrieval of information.
- Provide word processing support to the firm, and complete various duties as assigned including screening and distributing incoming mail, responding where appropriate.

#### **SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:**

- University degree in law (four years system or masters degree)
- Knowledgeable and proficient use of personal computer, including practical experience with MSWord MS Excel, MS Outlook, scanning, copying and other office tools and devices (quick typing with all ten fingers – advantage)
- Fluency in English, Albanian, both written and oral, with a solid understanding of legal terminology (speaking German is advantage).
- Ability to perform secretarial and clerical duties with deliberate speed and accuracy without immediate and constant supervision.
- Ability to maintain records, and prepare reports and correspondence related to the work.
- Ability to exercise good judgment in recognizing scope of authority and protecting confidential information is a must.
- Being interested in the law and enjoy legal procedures, codes, processes, precedents, and more
- Place of residence: Prishtina

**The firm is offering possibilities of making career in the legal profession.**

Applicants are requested to submit their CVs, a cover letter explaining their qualifications and suitability for the position only per email to [info@avokatia.eu](mailto:info@avokatia.eu) by 10 February 20120. Only shortlisted candidates will be responded.