



COOK BARKETT PONDER & WOLZ

Legal Assistant

Job Summary: Are you an enthusiastic and energetic legal assistant who thrives on helping the injured seek justice and just compensation through world-class legal representation? Do you have a passion for making a difference in our clients' lives by providing them with excellent client service while showing them integrity and compassion?

Cook, Barkett, Ponder, and Wolz is the largest personal injury firm between Memphis and St. Louis and is still growing. CBPW is seeking a legal assistant who is self-motivated and understands the importance of organization and spectacular customer service. If you want to work in an environment where you can learn and grow, support and expand business, and build a healthy culture, this is the place for you.

In this role, you will be part of a dedicated team committed to ensuring precision and accuracy for each case from beginning to settlement or verdict. If this full-time position sounds like a perfect fit for you and you would like to become part of our dynamic team, please apply by following the directions located at the bottom of this description.

Please Read: *Important to Apply* To apply, please send a cover letter and resume to rleadbetter@cbpw-law.com, with a subject line of Legal Assistant Application. Do not apply through our website, hiring website, or any other method of application. Failure to follow the above directions will result in automatic rejection of your application.

Key Responsibilities Include:

- Daily case management within our electronic case management system.
- Assist attorneys or other litigation assistants in all aspects of case management, including but not limited to preparing drafts of legal documents such as petitions, discovery, and subpoenas, sending correspondence, and conducting research.
- Filing Documents per the court procedures
- Meet with the client to complete documentation as needed
- Responsible for docketing and following up on all deadlines
- Request, complete, and ensure Subpoenas are served
- Summarize and organize medical records or other documents
- Assist with deposition summaries and preparing video clips
- Prepare for trial, including filing of documents, and compiling/organizing exhibits
- Other Duties as assigned.

Our Requirements are pretty straightforward. To qualify, you must:

- A Legal Assistant with at least 3 years of experience in personal injury litigation is preferred.



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- Must possess strong writing and verbal communication skills with the ability to work independently, but also thrives in a group setting.
- Strong organizational skills and attention to detail
- Ability to prioritize tasks based on their deadlines within a fast-paced environment.
- Mastery in Microsoft Suite, Adobe, and comfortable with technology
- Friendly and Professional phone etiquette in all situations
- Strong time management and multitasking skills

Education:

- Applicable Legal assistant experience in personal injury

Perks:

- 38-hour work week based on 40-hour per week salary
- Employer-paid medical benefits, option to add spouse and dependents
- Employer-paid Life insurance policy.
- Generous Vacation, Sick, Personal time plan
- 10 paid holidays
- 401(k) with up to 3% company match (aka, free money)
- Annual bonus equal to one full month's pay
- On-time Direct Deposit
- Continuing education opportunities

About Cook, Barkett, Ponder, and Wolz:

Our mission is to help the injured seek justice and just compensation through world-class legal representation delivered with excellence, integrity, and compassion.

We look forward to hearing from you!