



JOB POSTING

Posted	Position	Contact
July 14, 2025	Legal Administrative Assistant St. Louis	resumes@bakersterchi.com

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and skilled Legal Administrative Assistant in the St. Louis office. The ideal candidate is professional in demeanor, detail-oriented, proactive, and enjoys working as a team. Strong organizational skills, the ability to work efficiently under pressure and quickly learn and integrate new technical skills and knowledge are required for success in this position. This position performs and records billable tasks as required.

At least five years of litigation experience required. Insurance defense experience is preferred.

All candidates must understand the importance of upholding client confidentiality.

Duties and Responsibilities

- Provide legal support to attorneys and paralegals through the litigation process.
- Maintain team calendars including docketing deadlines and important events.
- Coordinate email, calendars, contacts, tasks or similar communications.
- Coordinate phone calls, voicemail messages, and conference calls.
- Draft, revise, proofread, and transcribe legal documents and correspondence.
- Revise and manipulate documents in Word and PDF software.
- Complete electronic court filings in state and federal courts.
- Download, combine, save, and distribute legal documents including pleadings and FOIA requests.
- Schedule, coordinate, track, and manage meetings both internally and externally.
- Perform healthcare provider follow up calls.
- Create case binders for deposition and trial.
- Proactively monitor attorney calendars and prepare necessary documents for upcoming meetings, hearing, and depositions.
- Schedule and coordinate depositions.
- Initiate, track, and organize vendor payments and settlement checks.
- Schedule, coordinate, track, and manage attorney travel.
- Communicate effectively, courteously, and professionally with clients, attorneys, and professional staff.
- Efficiently and effectively learn and utilize new and existing firm technology.

Baker Sterchi offers competitive compensation and comprehensive benefits, medical, dental, vision, basic and voluntary life insurance, long-term disability insurance, and 401K matching.

Committed to promoting diversity within our organization and the legal community, we encourage candidates from all backgrounds.

About Baker Sterchi Cowden & Rice LLC

Founded in 1982, Baker Sterchi is a civil defense litigation and trial law firm with offices in Missouri, Kansas, Illinois, Washington and Oregon. The firm provides comprehensive legal services across a broad range of practice areas, including commercial and business litigation, construction, employment and labor, insurance coverage and defense, law enforcement and civil rights, government liability, medical malpractice, premises liability, product liability, professional and management liability, trial practice and consulting, and transportation litigation. With a team of attorneys who bring decades of courtroom experience, Baker Sterchi is widely recognized for its trial skills and commitment to client service. For more information, visit bakersterchi.com.