



### JOB POSTING

Posted	Position	Contact
April 19, 2024	Legal Administrative Assistant St. Louis Office	<a href="mailto:resumes@bakersterchi.com">resumes@bakersterchi.com</a>

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. At least five years of litigation experience is 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 throughout 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.
- Schedule, coordinate, track, and manage meetings both internally and externally.
- Proactively monitor attorney calendars and prepare necessary documents for upcoming meetings, hearings, 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, including 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

For over 40 years, Baker Sterchi Cowden & Rice LLC has provided services in the areas of appellate, commercial, complex (class action and multi-district), cyber liability/privacy and data breach, employment and labor, financial services, insurance defense and coverage, medical malpractice, personal injury, premises liability, products liability, professional and management liability, and toxic and mass tort litigation.

With offices in Missouri, Illinois, and Kansas, Baker Sterchi Cowden & Rice attorneys practice throughout the United States serving national, regional and local companies and professionals in a variety of industries including the arts, banking, construction, consumer products and services, entertainment, food and beverage, healthcare, hospitality, insurance, leisure, medical device, pharmaceutical, propane, retail, and transportation (aviation, automotive, railroad, recreational, and trucking) industries. For more information, visit [www.bakersterchi.com](http://www.bakersterchi.com).