Baker Sterchi COWDEN & RICE

Legal Administrative Assistant

Location: Kansas City, MO

Baker Sterchi Cowden & Rice LLC, a litigation defense firm with over 200 employees, is seeking a highly motivated and skilled Legal Administrative Assistant in the Kansas City 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 required. Insurance coverage and insurance defense experience preferred.

All candidates must understand the importance of upholding firm and client confidentiality.

Please email your resume to resumes@bakersterchi.com.

Duties and Responsibilities

- Provide legal support to attorneys and paralegals throughout the litigation process.
- Coordinate email, calendars, contacts, tasks, or similar communications.
- Coordinate phone calls, voicemail messages, and conference calls.
- Proofread documents for content, grammar, spelling, punctuation, and other errors.
- Finalize documents including redaction of confidential information.
- Assist with bates-stamping and organizing of exhibits and discovery.
- Complete electronic court filings in state, federal, and appellate 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 and hearings.
- Initiate, track, and organize vendor payments and settlement checks.
- Schedule, coordinate, and track 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, Oregon, and Wisconsin. 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.