

Chicago Legal Staffing Current Job Opportunities

(9.1.2020)

IN-HOUSE

Senior Corporate Paralegal, \$115k+

Job #4701

Law Firm

The West Loop office of our mid-sized engineering company partner is seeking a Corporate Paralegal to support their Chief Legal Officer and General Counsel. With a primary focus on public and SEC filings, qualified candidates will have a minimum of 7 relevant years of experience, a Bachelor's degree, and the ability to work well independently and manage a busy caseload. Casual work/dress environment, some flexibility with in-office work hours, and free shuttle service to/from the office, and Ogilvie /Union Station provided. The interview process will be via Zoom as they plan to slowly stagger staff returning to the office over the next few months. This is an excellent opportunity to join a growing Chicago company. Salary up to \$125k with a large 15% bonus.

LAW FIRM

Docket Clerk

Job #4710

Law Firm

The Chicago loop office of our large law firm client is seeking a contract Docket Clerk for an open-ended assignment. Qualified candidates should have at least 1 year of litigation and rules-based docketing experience. Must be extremely analytical and data-driven with a high degree of attention to detail. Industry competitive hourly rate converted to salary and full comprehensive benefits if hired on permanently.

Diversity and Inclusion Coordinator

Job #4709

Law Firm

The Chicago loop office of our international law firm client is seeking a contract Diversity & Inclusion Coordinator with a minimum of 3 years of relevant experience, including project, program, and event management within a professional services environment. This is an open-ended assignment with the opportunity to become a permanent role. We're looking for those with a high level of interpersonal and presentation skills. This newly created position will work closely with the talent development, marketing, and pro bono teams. Competitive starting rate. If hired on permanently this position offers ample growth opportunity and upward mobility, a comprehensive benefits package, and a negotiable salary range commensurate with experience.

Estate Planning Legal Secretary Opportunity

Job #4707

Law Firm

Sole practitioner with a robust estate planning practice is opening a boutique law firm in downtown Chicago and seeking an experienced legal secretary. Qualified candidates should have strong estate planning experience, preferably within a large law firm. We're looking for someone with a high level of detail and interpersonal skills that can hit the ground running. Beginning as a full-time temporary role, this position will transition into a permanent hire within the first 90 days. Negotiable compensation package commensurate with experience. This is a great opportunity for someone who enjoys autonomy, works well independently, and is looking for a long-term career opportunity.

Litigation Legal Assistant

Job #4708

Law Firm

Our law firm client, located in the western suburbs of Chicago, is seeking a litigation legal assistant to join their plaintiff personal injury practice group. We are seeking someone with a high level of detail, autonomy, and interpersonal skills, who can jump right in and confidently work independently. The firm offers multiple

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healthcare plans and covers 75% of health, dental, and life insurance. 401(k) options and a starting salary of \$42,500.

Senior Enterprise Applications Administrator

Job #4706

Law Firm

Our large, international law firm client is seeking a Senior Enterprise Applications Administrator to support the firm's Document Management Systems. Successful candidates will have a minimum 5 years of legal software administration, including directly supporting iManage and multi-tiered integrated systems. A high level of analytical and interpersonal skills are necessary, as well as the ability to manage competing deadlines. Applicants can expect excellent, comprehensive benefits and an industry competitive salary commensurate with experience.

Rates Analyst

Job #4705

Law Firm

Our large, international law firm client is seeking a Rates Analyst to join their downtown Chicago office. Qualified candidates must have strong analytical and problem-solving skills, previous law firm experience, and work or educational focus around business administration, finance, or accounting. This person will take the lead documenting and improving client billing procedures.

Applicants can expect excellent, comprehensive benefits and an industry competitive salary commensurate with experience.

Docket Specialist

Job #4704

Law Firm

Our large, international law firm client is seeking an experienced Docket Specialist to join their downtown Chicago office. Qualified candidates will have 5+ years of docketing experience, including an understanding of litigation docketing and civil procedure. Bachelor's degree preferred and the ability to work overtime as needed, required. Applicants can expect excellent, comprehensive benefits and an industry competitive salary commensurate with experience.

Docketing Specialist Opportunity

Job #4703

Law Firm

Our highly credentialed law firm client is actively seeking a Docket Specialist to join their team. This position will assist multiple attorneys and be responsible for full-cycle docketing and court services pertaining to restructuring and litigation matters. Prior relevant experience, including e-filing preferred. We will, however, also consider new grads interested in docketing or relevant legal work, including those considering law school in the future. Cross-training opportunities likely. Must have strong interpersonal and analytical skills with the ability to effectively work well with others and maintain an exceptionally high level of attention-to-detail. The ability to work overtime as needed also required.

Highly stable, long-term career potential with excellent, comprehensive benefits and a negotiable salary range commensurate with experience.

Real Estate Legal Assistant

Job #4656

Law Firm

Downtown Chicago loop office of our national law firm client is seeking a legal assistant to join their commercial real estate practice group. Qualified candidates will have at least two years of relevant real estate transactional experience, including UCC, title, survey, and mortgage procedures. Prior Big Law experience preferred, as this is a fast-paced environment with large-scale cases and a high volume of work. Must have heavy licensing experience.

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Must also be sharp and proactive with excellent interpersonal skills.

Consistently recognized as a leading firm committed to diversity in the workplace, including advocacy for LGBT and women in business. Excellent benefits offered (including several retirement and healthcare plans) ample growth opportunity and a negotiable salary up to \$85k (commensurate with experience) plus annual performance bonus.

Patent Agent Opportunities; Actively Hiring!

Job #4699

Law Firm

The growing Chicago office of our national law firm client is seeking two talented Patent Agents to join their busy intellectual property team. Must be USPTO patent bar admitted and have strong academic credentials. One position requires a degree in electrical engineering, computer science or a closely related field, while the second opportunity requires a B.S. in Biochemistry or Chemistry. All experience levels will be considered.

Both of these positions offer the option to work from one of several office locations, including downtown Chicago. This is a great opportunity to advance your career and join a highly regarded law firm, which has advanced technologies and a diverse, collaborative IP team. Excellent, comprehensive benefits offered and a negotiable salary commensurate with experience.

Commercial Real Estate Paralegal

Job #4696

Law Firm

The commercial real estate and finance practice group of our law firm client located in the Chicago loop, is actively seeking a Commercial Real Estate Paralegal to join their team. This position will lead the title and survey process, manage closing transactions, and perform due diligence work. Qualified candidates will have at least 5 years of relevant experience within a well-credentialed practice and have either a Bachelor's degree or Paralegal certificate. Join a diverse, collaborative team located steps from multiple CTA stops, with excellent comprehensive benefits and a negotiable salary commensurate with experience.

Word Processing Operator, \$55-\$60k

Job #4671

Law Firm

The downtown Chicago office of our well-credentialed law firm client is seeking a Word Processing Operator with 3+ years of relevant experience to work with an evening team from 4:30pm to 11:30pm. This position will primarily consist of revising heavily edited documents and converting handwritten/scanned drafts to word documents and assisting attorneys as needed, completing general administrative tasks. Excellent interpersonal skills and attention to detail is required to efficiently do this job. Prior law firm experience required. Monthly transportation allowance and a starting salary \$55-\$60k commensurate with experience.