



Legal Assistant - Transactional Law, Bankruptcy Creditors' Rights, and Insurance Defense (Phoenix)

Jennings Haug Keleher McLeod Waterfall is seeking two experienced Legal Assistants for its Phoenix office.

Candidates should have at least 5 years of experience in civil litigation, transactional law, bankruptcy creditors' rights, and insurance defense. Candidates must be able to e-File in state and federal courts and be familiar with the Federal, State and Local Rules and the Rules of Civil Procedure. Candidates should have a solid understanding of legal administrative concepts and processes, the ability to support multiple attorneys, clear and professional communication with colleagues and clients, proficiency with Microsoft office, working knowledge of document management software, excellent secretarial and organizational skills, and attention to detail.

The firm offers a competitive salary and benefits with a professional working environment. Please apply through JKW's Careers Page: <https://jkwlawyers.com/careers/paralegal/>.