SUMMARY
The Archdiocese of Galveston-Houston’s Legal Department Office seeks a certified and experienced Legal Assistant who is meticulous and organized, to work under the direct supervision and in support of the Archdiocesan General Counsel at the Downtown Chancery.

The Legal Assistant will prioritize, organize, and review confidential attorney files, verify and prepare invoices, log cases, review correspondence and other documents. The Legal Assistant will answer telephone calls, transfer calls, and take messages, arrange and keep accurate records of meetings and appointments, organize travel arrangements, and manage the General Counsel’s calendar. Other duties could arise from time to time as may be expected in the normal course of business.

This position has access to and regularly works with information of the most sensitive, highly confidential, strategic and critical nature therefore candidates must possess a high level of confidentiality and mature professionalism, as well as strong interpersonal skills, in carrying out all tasks and responsibilities related to the Legal Department. The scope and complexity of this position is such that the Legal Assistant is regularly dealing with diverse matters that require some knowledge of the law and the area of responsibility of a Legal Office.

This is a full-time, 40 or more hours per week, 12-month, benefits eligible position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent oral communication skills to ensure that you can communicate clearly with a wide range of people.
- Excellent written communication skills to write emails and draft documents using exceptional spelling and grammar.
- The ability to work well within a team which includes other Archdiocesan Attorneys, coworkers, and sometimes team members in other departments in order to complete the job duties.
• Knowledge and ability to work with computers, printers, scanners and photocopiers to ensure that legal paperwork is up to date and accurate. Learning how to use new computer software quickly is a key skill when new technologies are introduced.

• Exceptional organization and time management skills to juggle complex workloads without missing deadlines.

• Keenly skilled to ensure that all documents are accurate and free of mistakes, which requires superb attention to details.

EDUCATION AND EXPERIENCE

Associate Degree in paralegal studies or similar, and Certified Legal Assistant (CLA) a plus. Minimum of 5-10 years working in a high pressure and fast paced legal environment.

Suitable candidates may send a cover letter, minimum salary requirement*, and resume to resume@archgh.org. Please place Legal Assistant on the subject line.

*Submissions which do not include a minimum salary requirement may not receive consideration.