

LEGAL ASSISTANT

About the Job

OMC is looking for a Full-Time Legal Assistant with exceptional organizational skills to join our team. The Legal Assistant will be the first contact for clients seeking assistance from OMC's Low-Cost Legal Services Program. We're looking for a strong team player who will be the center of communication for the department and with the ability to manage time effectively with a keen attention to detail. This position would be ideal for a candidate interested in starting a career in the legal field.

Qualifications

- Willingness to adapt to and learn new technology, software programs and upgrades.
- Excellent grammar, proofreading, transcription, and organizational skills.
- Strong communication skills, both verbal and written.
- Ability to handle stressful situations in a professional, calm, and courteous manner.
- Ability to program-solve and arrange workload in order of importance to meet deadlines.
- Working knowledge of office equipment, like printers and fax machines.
- Excellent time management skills.
- Attention to detail and ability to draft legal documents and correspondence under the supervision of an attorney.
- Ability to work independently.
- High School degree; additional qualification as a Legal or Administrative Assistant will be a plus.
- Bachelor's degree preferred.

Salary

This position is full-time with a salary range of \$35,000 to \$44,000 based on experience and proven skills. OMC provides benefits including Holidays, Health and Dental Insurance, Life Insurance, SIMPLE IRA, Paid Sick Leave, Paid Vacation Time, and Worker's Compensation.

About OMC

OMC was founded in 1989, is a non-profit, volunteer-based corporation and is located in Bloomfield Hills, Michigan. OMC has established a strong position as the expert in alternative dispute resolution and conflict resolution education within **Oakland County, Michigan** courts, legal community, and schools. We are perfectly positioned to grow into the private and business sector.

The positive atmosphere and high level of professionalism at OMC makes for a caring, respectful, and productive workplace where work-life balance is encouraged. Expectations of staff are high and management is focused on providing the necessary support to achieve success.

It's a great time to be on board at OMC!

How to Apply

Submit a cover letter and resume to:

Ashley Turner, Director of Legal Services
Oakland Mediation Center
550 Hulet Drive, Suite 102
Bloomfield Hills, MI 48302
Fax: (248) 338-0480
Email: aturner@mediation-omc.org