



POSITION

Administrative Assistant /
Pleadings Specialist



ROLE

The ideal candidate takes pride in doing things accurately, enjoys keeping work organized, and is willing to learn. While previous experience in a law firm or legal setting is beneficial, we value a strong work ethic, attention to detail, and a willingness to learn above all else.



SALARY RANGE*

Negotiable



LOCATION

Edwardsville, Illinois



PROCESS

To apply, please send a cover letter and résumé to careers@flintcooper.com.

FIRM

Flint Cooper is a preeminent litigation firm managing a diverse portfolio of multibillion-dollar cases. Co-led by founding partners Ethan Flint and Jeff Cooper, both world-renowned for their accomplishments litigating asbestos-related cases and Fifth Amendment federal takings cases, Flint Cooper boasts a national presence and the ability to file a lawsuit and try cases anywhere. With offices in Edwardsville and Chicago, Illinois, Paducah, Kentucky and Dallas, Texas, Flint Cooper handles catastrophic personal injury and product liability cases, litigates cases involving terminal illnesses, and currently represents the largest contingent of plaintiffs with claims against the federal government than any single firm in the country.

CULTURE

For over 20 years, Flint Cooper has represented people, not clients, nationwide and across borders, handling cases involving serious personal injuries, wrongful deaths, exposures to toxic chemicals and defective or dangerous products. Representing shared values around client commitment and reputational excellence, Flint Cooper firmly believes in tailoring its legal services to fit the individual needs of each client, not the other way around. Flint Cooper's deep well of experience, intellectual power and untouchable track record make it the best counsel and advocates to have in any claimant's corner.

RESPONSIBILITIES

- Download pleadings, motions, orders, and other court-filed documents from electronic filing systems.
- Rename documents according to firm naming conventions.
- Upload and organize documents within the firm's document management system.
- Monitor court dockets and process newly filed documents in a timely manner.
- Maintain organized electronic case files.
- Perform data entry related to case files and client matters.
- Assist attorneys and paralegals with administrative and legal support tasks.
- Maintain confidentiality of client information.
- Complete other administrative duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent required.
- Strong written and verbal communication skills required.
- Prior legal experience is preferred but not required.
- Strong attention to detail and organizational skills required.
- Strong computer skills and proficiency with office software required.
- Ability to manage multiple tasks, deadlines and priorities in a high-volume environment required.
- An eagerness to learn and develop new skills required.
- Positive attitude and ability to work as part of a team required.
- Ability to take initiative and complete tasks with minimal oversight required.
- Experience with Litify, Salesforce, or other electronic case management systems is ideal but not required.

COMPENSATION

Flint Cooper recognizes and rewards team impact in innovative and competitive ways. Career satisfaction is paramount at Flint Cooper, which is why learning and development are equally as important as its compensation package. Through a combination of salary, bonus opportunities, flexible schedules, and non-monetary awards and benefits, Flint Cooper supports its team as they strive to achieve personal and professional goals.

**Commensurate with qualifications.*