



Eastburn and Gray, PC

Attorneys at Law

Eastburn and Gray, a long-established law firm with offices in Northampton, Bucks and Montgomery counties, is seeking a full time Legal Assistant/Paralegal for the land use and zoning, real estate, and municipal law practice groups in the Bethlehem office.

The primary responsibility of the position will be to provide administrative, paralegal, and secretarial support for attorneys in the real estate, land use and zoning practice group. Additional support in the areas of wills, trusts and estates is also included in this role. This position performs a broad range of administrative, paralegal, document processing, and other related support.

Duties include:

- Assisting the attorneys in the management of their respective legal practices.
- Client contact.
- Under attorney supervision, create, transcribe, revise, proofread and maintain a variety of documents.
- Digital dictation transcription.
- Answer telephones, take messages, sort mail, review or originate correspondence, and assist in the creation of legal documents.
- Legal and other research.
- Maintain attorney contact lists, client files, attorney files.
- Provide a high level of client service to clients.
- Word processing and time entry.
- Process new client intake and expense forms.
- Schedule appointments.

Position Requirements:

- A desire to work in a small, suburban, and dynamic law firm setting.
- Ability to work effectively in a fast-paced, robust, but relaxed environment.
- Strong communication and interpersonal skills.
- Intermediate to advanced level skills in Microsoft Word, Outlook, Excel, and PowerPoint.
- Demonstrated ability to learn additional skills through in-house training and education.
- Prior experience working in a law firm setting preferred.
- Land use/zoning experience is a plus.
- Strong legal research, computer, and internet skills.
- Excellent proofreading and grammar.
- Detail oriented.
- Strong organizational skills to maintain files, coordinate schedules, and track a variety of data.
- Ability to learn quickly new programs and systems.
- Transcribe digital dictation accurately and efficiently.

- Assist in preparing legal documents for business entity formations and estate planning documents.
- Assist in preparing cases for court and municipal meetings and hearings.
- Place and receive telephone calls, answer questions, and welcome office visitors.
- Prepare legal correspondence, legal documents, and other related documents.
- Must be discrete, with the ability to work independently.

Firm Information:

The tradition of excellence at the law firm of Eastburn and Gray, P.C. began over 145 years ago and continues today. With law offices in Bethlehem, Northampton County, Blue Bell, Montgomery County, and Doylestown, Bucks County, our experienced attorneys provide high quality legal services throughout Pennsylvania and New Jersey. As a full service firm, Eastburn and Gray attorneys practice in diverse areas of the law, effectively meeting the needs of the firm's clients. To learn more about our firm, our practice areas and our attorneys, please visit our website: www.eastburngray.com.

Eastburn and Gray, PC is committed to providing equal employment opportunities for all individuals without regard to race, sex, age, religion, disability, handicap, creed, color, national origin, marital status, sexual orientation, disability, veteran status, gender identity, genetic information, or any other legally protected status.

Interested candidates should send a resume and salary requirements to Nancy Gimbol, ngimbol@eastburngray.com.