



**NAUMAN  
SMITH**  
SHISSLER & HALL  
SINCE 1871

Nauman, Smith, Shissler & Hall, LLP  
200 North 3rd Street, 18th Floor  
Harrisburg, PA 17101  
(717)236-3010  
NSSH.COM

## **NOW HIRING LEGAL ASSISTANT**

Nauman Smith is seeking a full-time legal assistant with at least 2 years of experience to support three attorneys and execute general administrative duties. The assistant would work primarily in the practice areas of business and business planning, estate planning and administration, bankruptcy, PUC and municipal law. This is an in-person position at the firm's downtown Harrisburg location, with some remote flexibility.

Nauman Smith offers competitive salary and benefits packages including healthcare, eye and dental, disability, parking assistance, and 401k match.

Salary to commensurate with experience

PA Notary Commission is a plus

The regular hours for this position are 8:30 – 4:30 with a half hour lunch

### **Ideal candidate will show:**

- Reliability
- Strong organizational skills
- Keen attention to detail
- Strong oral and written communication skills
- Commitment to quality of work
- Ability to meet deadlines
- Ability to maintain confidentiality of case files
- Strong time management skills and ability to prioritize responsibilities

### **Duties and Responsibilities:**

- Basic administrative support such as correspondence and transcription
- Prepare legal documents including briefs and pleadings
- File legal documents electronically with Pennsylvania courts and administrative agencies
- Maintain legal files both in paper form and electronically
- Maintain calendars of attorneys including appointments, filing deadlines, etc.
- Input attorney billable hours and other reimbursable expenses into the billing system
- Scan and organize files in the document storage system
- Maintain some paper files, assist with closing files and purging files.

Qualified applicants will be reviewed without regard to race, color, religious creed, handicap, ancestry, national origin, age, gender, or sexual orientation.

Interested candidates should send their resume to:

Barb Arnold, Manager of Firm Operations

barnold@nssh.com