



## JOB POSTING

Posted	Position	Contact
August 12, 2022	Legal Administrative Assistant St. Louis Office	<a href="mailto:resumes@bscr-law.com">resumes@bscr-law.com</a>

Baker Sterchi Cowden & Rice LLC is seeking a highly motivated and energized Legal Administrative Assistant in its St. Louis office. The ideal candidate is professional in demeanor, detail-oriented, and enjoys working as a team. Strong organizational skills and the ability to multi-task are required for success in this position. At least five years of experience litigation experience is preferred. All candidates must understand the importance of upholding client confidentiality.

### Duties and Responsibilities

- Coordinate email, calendars, contacts, tasks, or similar communications.
- Coordinate phone calls, voicemail messages, and conference calls.
- Draft, revise, proofread, and transcribe documents, presentations, or correspondence.
- Court services including filings and requesting transcriptions and litigation services.
- Schedule, coordinate, track, and manage meetings both internally and externally.
- Communicate effectively, courteously, and professionally with clients, attorneys, professional staff, and peers.
- Efficiently and effectively learn and utilize new and existing firm technology.

Baker Sterchi offers competitive compensation and benefit packages, including 401K matching and remote work opportunities. An open and accepting community, committed to diversity within its family, and within the legal community as a whole, we strongly encourage the interest of diverse candidates.

### About Baker Sterchi Cowden & Rice, LLC

For over 40 years, Baker Sterchi Cowden & Rice LLC has provided services in the areas of appellate, commercial, complex (class action and multi-district), cyber liability/privacy and data breach, employment and labor, financial services, insurance defense and coverage, medical malpractice, personal injury, premises liability, products liability, professional and management liability, and toxic and mass tort litigation.

With offices in Missouri, Illinois, and Kansas, Baker Sterchi Cowden & Rice attorneys practice throughout the United States serving national, regional and local companies and professionals in a variety of industries including the arts, banking, construction, consumer products and services, entertainment, food and beverage, healthcare, hospitality, insurance, leisure, medical device, pharmaceutical, propane, retail, and transportation (aviation, automotive, railroad, recreational, and trucking) industries. For more information, visit [www.bscr-law.com](http://www.bscr-law.com).