

Berg Hill Greenleaf Ruscitti LLP, Boulder's largest local law firm, has a challenging opportunity in our Boulder office for an experienced legal assistant who has the skillset to cover a variety of desks as a floater and to support other legal assistants on various projects. The ideal candidate will have 5+ years of legal experience and a good working knowledge of document preparation, court filings, and internal document management. Knowledge of NetDocs, LawToolBox, and ProLaw helpful. Must be able to multi-task, prioritize assignments, and be a team player. Excellent written and oral communication skills required. We offer a competitive salary and benefits package including paid parking and casual dress environment.

Submit resume and cover letter to Cathy A. Thorne, Director of Administration at cat@bhgrlaw.com. Berg Hill Greenleaf Ruscitti LLP is an equal opportunity employer that recognizes and values diversity as a part of our firm culture.