

WORK VAPOR

Job Link: <https://workvapor.com/jobs/legal-assistant-part-time-remote-law-office-support-232370/>

LEGAL ASSISTANT – PART-TIME – REMOTE LAW OFFICE SUPPORT

DESCRIPTION

Admin Assistant / Legal Assistant

Company: BLECUA LEGALL / Legall Law

Location: Remote

Employment Type: Part-time

Work Schedule: 24 hours per month

Potential Growth: Opportunity to grow into a full-time position

Contact Details

Email: sharon@legall.com

Application: Send your resume, writing sample, and three professional references

About the Position

Legall Law is looking for an Administrative Assistant / Legal Assistant to support the daily operations of a growing law practice.

The position involves client communication, legal case management, calendar management, and document preparation.

This is a part-time position requiring approximately 24 hours per month. It may grow into a full-time position.

Key Responsibilities

- Handle client phone calls.
- Complete client intakes.
- Follow up with clients.
- Deliver documents to courts.
- Maintain the legal case management system.
- Manage calendars.
- Prepare legal files for attorney review.
- Support daily administrative tasks.

- Keep case information organized and updated.

Required Skills

- Strong organizational skills.
- Good communication skills.
- Ability to handle client communication professionally.
- Ability to manage multiple administrative tasks.
- Strong attention to detail.
- Ability to work independently.
- Professional and dependable approach.

Preferred Qualifications

- Office experience is a plus.
- Law office experience is a plus.
- Experience using legal management software is a plus.
- Experience with Cleo is preferred.

Work Schedule

The position requires approximately 24 hours per month.

It starts as a part-time position. There is potential for the position to develop into a full-time opportunity.

Work Environment

- Remote position.
- Part-time schedule.
- Legal office support.
- Client-facing responsibilities.
- Administrative and case management work.

How to Apply

Send the following to:

sharon@legall.com

- Resume.
- Writing sample.
- Three professional references.

Company Contact Information

BLECUA LEGALL / Legall Law

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Employment Type: Part-time

Email: sharon@legall.com

HIRING ORGANIZATION

BLECUA LEGALL / Legall Law

EMPLOYMENT TYPE

Part-time

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 09/12/2026