MSB LAW Business Corporate Litigation

Trusted Legal Counsel for Values-Driven Business Owners

Wisely Impacting Lives and Our Community, Together

LEGAL ASSISTANT - Business & Civil Litigation

Are you a high-capacity legal assistant experienced in business and civil litigation who wants to grow with a **values-driven team** making a **meaningful impact** in the community?

Do you enjoy **independent work** and the **pursuit of excellence** with a collaborative and supportive team that truly values you as a person?

Do you want to **work directly with clients** on a wide range of civil litigation matters?

→ We're seeking a litigation legal assistant to be an integral part of our collaborative litigation team, providing support for our senior litigation paralegal and attorneys.

Who We Are:

MSB Law is a growing Faith-based law firm headquartered in Overland Park, KS serving as *Trusted Legal Counsel for Values-Driven Business Owners* across the Midwest. We are passionate about serving our clients with excellence, while maintaining healthy personal rhythms of work & rest and giving back.

We specialize in serving business owners through all phases of their business journey, including corporate formation, contracts, business operations, real estate, business growth and expansion (including M&A), family succession planning, business & civil litigation, and more. Our litigation team also represents a limited number of clients who have suffered complex or high-impact personal injury claims.

The Person We Want to Hire:

- Is passionate about justice and litigation, serving clients, and aligning with the firm's Mission.
- Is a proactive self-starter, highly organized & detailed, and confident handling deadline-sensitive tasks.
- Is a collaborative problem-solver with excellent interpersonal and communication skills who builds trust with clients, attorneys, court staff, and other litigation participants.
- Embraces a "How can I help?" attitude, contributes to a positive team environment, seeks continual growth, and values giving back through community service and pro bono work.

Qualifications and Minimum Expectations:

- At least 3 years litigation (or related) legal assistant experience.
- Persistence, attention to detail, and an "I own this outcome" mindset for records/document collection and organization (including Bates and document summaries), calendar and deadline management, e-filing, case file and administrative support, deposition/hearing/trial logistics, communication and team support, and much more.
- Excellent organizational skills to obtain and manage high volumes of documents (including PI medical records), coordinate appointments and deadlines, and handle e-filings.
- 1200 billable hours annual (5 billable hours per day).

Compensation and Benefits:

- $22 to $26 per hour, based on experience. Work week based on 37.5 hours (up to 40, as needed).
- Firm paid health insurance (85% of health, vision, dental for employee).
- 401(k) Plan, with guaranteed firm contributions.
- PTO, paid VTO (volunteer time off for community service), flex-schedule, and more.

Are you Intrigued? Email employment@msblawkc.com with Resume, references, desired hourly rate, and letter stating why you chose law for your career and why you're interested in this opportunity.