

UNCOMMON LEGAL PRODUCTION POLICIES, PROCEDURES & SYSTEMS

PRODUCTION: HIRING

AD FOR Senior associate/Oracle
TEMPLATE

Created: 2017.02.13

Revised: 2017.08.09

Owner: Owner, Firm Administrator

We're Hiring: Hotshot Office Assistant



CONTEMPORARY LAW FIRM SERVING CREATIVE ENTREPRENEURS SEEKING HOTSHOT OFFICE ASSISTANT

The Opportunity: Uncommon Legal, P.A. is hiring a full-time hotshot office assistant (aka “Office Magician”) We are a growing creative business and intellectual property law firm in St. Petersburg, Florida whose mission is to help entrepreneurs, creatives, and professionals liberate themselves from unseen legal traps so they can do what they love. The Uncommon Legal Team serves as outsourced general counsel (OGC) for our clients with the goal of providing them with a 3 to 5 times ROI on our fees, as demonstrated by the amount of “real cash money” we have helped them make or save each quarter. Our cases involve business transactions and litigation, trade secret and intellectual property

AD FOR HOTSHOT ASSISTANT-V02

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protection, employment transactions and litigation, internet privacy and technology breaches, digital marketing law; business valuation and franchising, and development of risk and compliance controls and systems. Our goal is to provide the same top-tier legal services historically enjoyed only by mega-corporations to entrepreneurs, professionals, and creatives.

The Office Assistant is in charge of all administrative tasks, including answering phones, communicating directly with prospective and current clients, calendaring, printing and mailing correspondence and court papers, assembling document productions, ordering supplies, greeting guests, liaising with our vendors, troubleshooting tech problems, maintaining databases and filing systems, keeping attorneys on schedule, tracking inquiries, scheduling travel, basic bookkeeping, managing and developing firm policies and procedures, triaging emergencies, maintaining physical premises and coordinating our upcoming physical expansion. Your mission—if you choose to accept it—is to keep the front office sailing smoothly so that even when the waves get rough, the attorneys and, most importantly, our clients don't even notice (and don't get sea sick).

Qualifications: The job requires 1-3 years of relevant experience and high level organizational skills, especially the ability to manage multiple calendars in Outlook and learn and leverage technology to develop administrative efficiencies. We don't simply want someone who can tell us in an interview he or she is organized, but rather, someone who can prove to us he or she is organized—and disciplined about it. Ability to follow instructions precisely and execute tasks consistently are essential parts of the job. The most important qualifications are that you are cheerful, positive, and calm (hence the smooth sailing-sea sick metaphor). This is a fast-paced, fun job working with a fantastic team and even more fantastic clients. However, it is stressful. If you melt when the going gets tough, please do not apply.

Our creatives and professional business clients usually call us with serious or frustrating matters, and you are their first point of contact. We need your communication—oral and written—to be enthusiastic and positive, as well as refined and precise. The candidate must be protective of our clients, our staff, and

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have good intuition. We are looking for someone who is self-contained and emotionally mature. If drama seems to follow you wherever you go, you need not apply.

No one with a law degree will be considered. This is not a stepping-stone job. We need someone whose goal is to increase our office efficiency and ensure things run optimally. It is more important to us that you have the skills for the job than that you are passionate about our practice area.

Our firm handles misappropriation of trade secret, enforcement of non-compete, and copyright and trademark infringement cases that often have an enormous impact on our clients' bottom lines and professional reputations. Confidentiality and discretion are conditions of employment.

Desired start date: October 1, 2017. Entry-level salary.

How to apply: Please submit your resume and cover letter to hello@uncommonlegal.com by following these instructions:

In the subject line of your email, please type the first 3 letters of your first name followed by the first 3 letters of your last name. Leave no spaces between these 6 letters.

Capitalize the 1st and 4th letters. Following this 6-letter code, leave one space, then enter the following three words exactly as they appear: Office Assistant app [Example: the email subject line for applicant Jane Smith would be JanSmi Office Assistant app]

Please address your cover letter to our Managing Partner (first and last name). No calls or paper applications will be accepted. Only applications submitted by email will be considered.

You will be judged on your ability to follow instructions. We look forward to hearing from you!

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