

**Legal Assistant**  
**Full Time**  
**Hybrid (Remote & On-site)**  
**Cowherd PLC, Tysons Corner, VA**

About the Firm:

Cowherd PLC provides exceptional legal support to real estate clients in Northern Virginia and Washington, D.C. We help property owners navigate disputes or transitions with condominium associations, HOA boards, contractors, neighbors, fellow owners, and local government. Practices include civil litigation, community associations, neighbor, construction, commercial landlord-tenant, and other property-related matters. Firm values require returning calls and emails in a timely and salutary manner, professionalism, exemplary work-product, teamwork and dispute resolution.

Position Overview:

The firm requires you to be an organized, meticulous, and tech-savvy Legal Assistant to directly support the founding attorney in daily management of new matter intake, client work, and contact with former clients. You will be the backbone of the legal team, handling critical administrative tasks, maintaining client communication, and ensuring smooth day-to-day operations.

Key Responsibilities:

- **New Matter Intake:** Review, respond, nurture, and manage leads from the receptionist, website, or attorney.
- **Case Management:** Open and close files, maintain organized physical and digital case records, and track deadlines.
- **Document Preparation:** Draft, edit, and proofread correspondence and court filings.
- **Client Interaction:** Serve as a primary point of contact for clients, answering inquiries, scheduling meetings, and updating them on case status.
- **Research & Filing:** Assist with research; prepare and file documents with Virginia and District of Columbia courts and arbitrators.
- **Office Administration:** Manage attorney calendar, schedule meetings, depositions, and mediations, and assist with billing and expense tracking.

Qualifications Sought:

- **Experience:** At least two years of experience working in a legal office environment.
- **Education:** Degree or certificate preferred, but relevant experience will be considered.
- **Technology Skills:** Proficiency with Microsoft Office 365 (Word, Teams, Excel, Outlook, and OneDrive), Adobe Acrobat Pro, and legal practice software (Clio).
- **Remote Work Ready:** A strong, secure internet connection.

- **Love Communication:** Exceptional written and verbal communication skills with a highly professional and empathetic phone and email manner.
- **Local Knowledge:** Familiarity with Virginia procedures and courts. Prefer to hire applicants who would not need to relocate.
- **Professional Environment:** In office work or videoconferences with clients require business professional dress to establish mutual respect and credibility with clients.

#### Why You Will Love Working Here:

- Competitive base salary.
- Hybrid remote and in-office arrangement, which will be predominantly virtual.
- Paid Time Off (PTO) and paid federal holidays.
- Firm laptop and home office equipment allowance.
- Flexible, collaborative work environment with consideration for promotion.

#### How to Apply

Qualified candidates should submit a resume and brief cover letter detailing their relevant experience and requirements to [john@cowherdplc.com](mailto:john@cowherdplc.com).