

O'Donnell Lee Marden Dubord, P.A. Staff Recruiting

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**APPLY BY EMAIL WITH RESUME TO OUR OFFICE ADMINISTRATOR:
sbrochu@watervillelaw.com**

O'Donnell Lee Marden Dubord, P.A. (OLMD) seeks a **full-time Business & Corporate Legal Assistant** to work with and serve OLMD's business and corporate clients. This position will primarily support attorney Michael F. Phillips, Jr., but also any of the other attorneys in the Firm for their less frequent needs in the above field, and will work closely and cooperatively with other departments as the need arises.

Interviews are expected to begin on or after July 1.

POSITION DUTIES:

Regular duties for this role include, but are not limited to, the following:

- Assist Mike Phillips with administrative matters, communications, and scheduling.
- Act as first point of contact for calls and emails from business clients; information gathering; investigation; and quoting fees for legal work.
- Prepare documentation for formation of corporations, limited liability companies, and other business entities.
- Assist business clients with on-going legal needs related to operation of corporate entities, including preparation of consents and changes in ownership.
- Manage required state or federal corporate filings for over 1,000 business clients.
- Meet with clients for execution of legal documentation.
- Support the corporate documentation needs of other practice areas within the Firm.

REQUIREMENTS AND EXPECTATIONS:

- Secretarial and paralegal skills.
- Proficiency with technology, particularly Microsoft Excel, Word, and Adobe Acrobat.

- Experience working in a law firm or other legal setting.
- Detail-oriented, self-motivated, and organized.
- Excellent typing, technology, and time-management skills.
- Excellent spelling and written and verbal communication ability (without AI!).
- A positive attitude, sense of humor, patience, and customer service skills.
- This is an on-site role, not remote work, except in temporary circumstances like snowstorms, ambiguous illness, global pandemics, and waiting for the boiler guy to show up.
- Criminal background check and credit check with acceptable results.
- Reside within a 30 minute drive of the Firm.
- The Firm is a smoke-free workplace.

SALARY AND BENEFITS:

Salary: \$20-28 per hour, depending on experience; anticipated **40 hours per week**.

Cafeteria Plan/Health Insurance: OLMD will contribute **an additional amount equal to 9%** of your salary in pre-tax dollars to a cafeteria plan affording you several benefits you can choose from, including two health insurance plans, vision insurance, Flexible Spending Account, or cash withdrawal.

Holidays: 13 paid State holidays, including Patriots' Day and the Friday after Thanksgiving.

Vacation and Sick Leave: New employees start with 10 days paid vacation and one additional day for each continuing year of employment. Employees earn paid sick leave on an accrual basis. Additionally, OLMD complies with the Maine Paid Family and Medical Leave Benefits Act.

Retirement Plan: Employees are eligible to enroll in our 401K retirement plan in the first January or July following one full year of employment, with employer match of up to 4% of your salary.

FIRM CULTURE:

We maintain a friendly, fun, supportive environment, while working on the serious matters of our clients and community. Our close-knit firm prioritizes a healthy work-life balance for attorneys and staff, and prides itself on offering responsive, exceptional legal services to our clients. We know that there are a wide range of employment opportunities in Maine. What

makes us a better choice than those other opportunities? We can confidently say, “our people.” Both our attorneys and our staff are dedicated people with high standards, but we don’t take ourselves too seriously. Cooperation and good humor ensure that we remain a cohesive team unified against challenges coming from our work and not from each other.