



We're Hiring!

Legal Administrative Assistant

Location: Kansas City, MO

Position Summary:

The Legal Administrative Assistant provides high-level administrative support to attorneys and staff, ensuring matters move forward smoothly and client service remains timely and professional. This role is essential in maintaining organized client files, coordinating communications, and supporting office workflows.

This role requires advanced organizational skills, attention to detail, discretion, and the ability to manage multiple priorities in a fast-paced legal environment where confidentiality and accuracy are essential.

Key Responsibilities:

- Provide comprehensive administrative support to attorneys, including scheduling, document preparation, billing, and general office coordination
- Maintain organized paper and electronic records, including client files, correspondence, and documentation for active matters
- Coordinate client and internal communications, ensuring items are taken care of in a timely manner
- Assist with preparing and formatting legal documents, including real estate and corporate closings, presentations, and routine filings as needed
- Support office workflow by handling incoming requests, tracking deadlines, and keeping tasks current and well documented

Qualifications:

- A minimum of two years of legal administrative or legal assistant experience in a law firm or corporate legal department
- Demonstrated ability to manage multiple priorities with accuracy and in a professional manner
- Strong written and verbal communication skills with a client-service mindset
- Solid organizational skills, including maintaining files and records with close attention to detail
- Ability to handle confidential information with discretion and professionalism
- Experience with time entry, billing software, and document management systems
- Exceptional organizational, multitasking, and time management skills
- Advanced proficiency in Microsoft Office (Word, Outlook, Excel) and legal document systems

Preferred Qualifications:

- Strong knowledge of legal terminology, procedures, and court filing requirements
- Proven experience supporting multiple attorneys or practice groups
- Experience with e-filing systems and legal-specific software
- Proven experience working with deadline-driven responsibilities and maintaining organized documentation

Key Competencies:

- Detail-oriented and quality-driven
- Proactive and highly organized
- Dependable with strong follow-through
- Collaborative team player
- Professional demeanor with excellent judgment

What Success Looks Like:

- Attorneys are consistently supported with accurate, timely work
- Deadlines and filings are met without issue
- Documents reflect high-quality formatting and attention to detail
- Clients and colleagues experience responsive, professional service

About Seigfreid Bingham:

Seigfreid Bingham, P.C. is a respected, full-service law firm headquartered in Kansas City, Missouri, serving clients throughout the Midwest and beyond. For more than 50 years, the firm has provided innovative, practical, and cost-effective legal solutions to businesses, public entities, nonprofits, entrepreneurs, and individuals. With deep experience across a broad range of practice areas, Seigfreid Bingham is known for delivering exceptional client service while building long-term relationships based on trust, integrity, and responsiveness.

Our culture is built on collaboration, professionalism, and a commitment to excellence. We invest in the development of our attorneys and staff, fostering an environment that encourages mentorship, growth, and teamwork. Recognized as one of Kansas City's leading law firms, Seigfreid Bingham combines the resources and sophistication of a large firm with the personalized attention and supportive atmosphere of a close-knit team.

At Seigfreid Bingham, employees have the opportunity to work alongside talented professionals, contribute to meaningful client outcomes, and build rewarding careers in an organization that values innovation, community involvement, and mutual respect.

Disclaimers

Our commitment to equal opportunity and data protection:

Equal Opportunity Employer (EOE)

We are an Equal Opportunity Employer. Qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other characteristic protected by law.

Reasonable accommodation

If you require reasonable accommodation to complete a job application, pre-employment testing, or a job interview or to otherwise participate in the hiring process, please contact: recruiting@sb-kc.com or

816.421.4460.

Staff Careers

It's no secret that administrators, assistants, paralegals, and other staff members play a critical role in a law firm's success.

That's why we place a big emphasis on hiring great staff members in addition to great lawyers.

We also celebrate diversity and make sure that every member of our team is included in everything we do. If our culture and success sound appealing to you, we invite you to submit your resume through our online application process.

Recruiting Contact
816.421.4460
recruiting@sb-kc.com

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Human Resources
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