

The logo for Brown Goldstein Levy is a solid orange square. Inside the square, the text "BROWN GOLDSTEIN LEVY" is written in a white, uppercase, sans-serif font, centered horizontally and vertically.

BROWN GOLDSTEIN LEVY

Legal Assistant

Brown, Goldstein & Levy is a 22-lawyer litigation law firm located in Baltimore City seeking a Legal Assistant who will support 3 partners and associates who are working with those partners. The Assistant will assist with legal and administrative tasks to include document preparation and management, electronic and paper filing in State and Federal Courts, calendaring, travel arrangements, and other support duties.

The right person should be detail-oriented, self-starting, have excellent proofreading skills, organized, and reliable. The person should have a minimum of 3-5 years handling cases in criminal and complex civil litigation in state and federal court, and excellent skills, including Outlook, Excel, Word, and a fast typing speed.

We offer a competitive salary and benefits including parking/transportation allowance. This position has the potential for expansion or promotion to include paralegal duties, depending on the needs of the firm and the skills, abilities, and interests of the applicant.

Please email cover letter including salary requirements with a resume to Ms. Sharon Krevor-Weisbaum, Managing Partner – bglhrla@gmail.com.