LivingstonBarger

Job Title: Legal Assistant - Litigation
Company: Livingston Barger Law Firm

Location: Bloomington, IL
Schedule: Monday – Friday, 8AM – 5PM
Wage Range: $20-$34/ Hour

About Livingston Barger:

Established in 1920, Livingston Barger is a dynamic and respected full-service law firm with deep roots in the Central Illinois community. We are recognized as Leading Lawyers in Illinois and are committed to the professional development of our team.

Position Overview:

We are seeking a high-caliber Litigation Legal Assistant to anchor and support our collaborative litigation team. While this role focuses primarily on Medical Malpractice Defense litigation, the ideal candidate will also possess a strong familiarity with guardianship and estate administration to seamlessly manage our diverse caseload. This is an exceptional opportunity for a proactive professional looking to protect healthcare providers alongside a premier legal team.

Responsibilities:

- Litigation & Trial Prep: Maintain calendars for strict court deadlines, hearings, and mediations; coordinate depositions, independent medical examinations (IMEs), and expert witness consultations.
- Pleadings & E-Filing: Draft basic legal documents (answers, notices, certificates of service) and execute electronic court filings (e-filing) in state and federal courts.
- Discovery Coordination: Request, track, and systematically organize high-volume medical records, billing statements, and discovery documents.
- Guardianship & Estate Support: Track estate status deadlines, follow up on signed documents, assist with processing guardianship paperwork, and liaise with county and municipal government offices.
- Full-Cycle Billing Administration: Enter attorney time, research specific insurance/client billing guidelines, generate and revise billing statements (WIPs/BIMs), track unpaid accounts, and handle year-end closeouts.

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- Administrative Operations: Transcribe digital dictation efficiently, manage and route incoming mail/email, set up new client digital and paper files, update legal reference books, and perform notary duties.

Qualifications:

- Experience: 2+ years of litigation legal assistant experience required (Medical Malpractice or Personal Injury defense is highly advantageous). Exposure to estate/guardianship work is a strong plus.
- Technical Proficiency: Tech-savvy and fully adaptable across both Mac and PC platforms. Proficient with legal billing software, digital dictation equipment, and high-speed word processing.
- Core Competencies: Strong math/accounting skills for billing, exceptional organizational abilities, and polished written/verbal communication suited for corporate, insurance, and medical clients.
- Credentials: Certified Illinois Notary Public (or willingness to obtain upon hiring).

Contact:

If you are interested in applying for this position, please contact us at careers@lbbs.com us or by calling (309) 828-5281 Ext. 304.