



Thomas More  
SOCIETY

**Position Title:** Legal Assistant/Paralegal

**Reports To:** Executive Vice President & Managing Counsel

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**Mission Statement:** The Thomas More Society (TMS) is a not-for-profit, national public interest law firm dedicated to restoring respect in law for life, family, and freedom. Based in Chicago, the Thomas More Society defends and fosters support for these causes by providing high quality pro bono legal services from local trial courts all the way to the United States Supreme Court.

**Position Summary:** The Legal Assistant/Paralegal provides a wide range of support for the TMS legal team, including litigation support, client management, and day-to-day operational support.

**Logistics:** Position will be located on-site at the TMS Headquarters in downtown Chicago.

**Responsibilities:**

- Assist attorneys with legal briefs and other pleadings, including preparing tables, proofreading, ensuring proper formatting under relevant court rules, and electronic filing.
- Assist attorneys with hearing and trial preparation, which may include attending hearings and trials.
- Draft basic legal pleadings, including notices, and cover letters for attorneys.
- Perform basic case docket research and legal research.
- Assist attorneys with timekeeping, communication, and calendaring in Clio database; serve as main contact for Clio.
- Assist Docket Clerk with docketing tasks as necessary.
- Assist attorneys with client emails and other client communications.
- Assist attorneys as necessary with individual calendar management.
- Make travel arrangements and process reimbursements for attorneys.
- Answer and screen client phone calls, including performing case intake functions as necessary.
- Assist with creating, documenting, and maintaining written procedures for the TMS legal team, including training manuals and processes.

**Experience and Skill Requirements:**

- Bachelor's degree with strong academic record.
- Demonstrated interest in the work of TMS and/or its clients.
- Detail-oriented and highly organized.
- Excellent time management skills and the ability to prioritize work.
- Exceptional verbal and written communication skills and professional demeanor.
- Strong knowledge of Microsoft 365 Office Suite, including Word, Excel, Outlook, and OneDrive.

- Willingness to learn and master computer programs related to legal field, such as Clio, PACER, Westlaw, and LexisNexis.
- Ability to work independently, manage workloads, and meet deadlines.
- Ability to maintain confidentiality when dealing with sensitive information.
- Capacity to collaborate with all levels of management and personnel.
- Positive attitude and ability to work cohesively as part of a team in a small office setting.
- Facility to work productively under pressure.
- Refined and professional phone answering skills.

**Mission Requirements:**

- Supportive of TMS positions on life, family, and freedom.
- Active faith life in accord with Christian teachings.