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1106 Meridian Street
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Legal Operations Coordinator

Gibson Law – Lafayette, Indiana

Gibson Law is a criminal defense law firm with offices throughout Indiana. We represent clients in criminal defense, OWI, expungement, specialized driving privileges, and university disciplinary matters. We are seeking a Legal Operations Coordinator to help provide exceptional client service while supporting the systems and workflows that keep our firm running efficiently.

Position Overview

The Legal Operations Coordinator serves as the operational hub of the firm. This position combines client communication, legal document preparation, electronic filing, case administration, and workflow management.

You will be the primary person answering incoming calls, opening new client matters, generating legal documents, electronically filing court documents, and supporting attorneys and staff in the day-to-day operation of the firm.

We are looking for someone who enjoys helping people, learning new technology, and finding better ways to get things done.

Responsibilities

- Answer incoming calls and assist prospective and existing clients
- Open new matters in ActionStep
- Generate invoices and engagement documents
- Prepare and electronically file standard legal documents
- Calendar court hearings, deadlines, and appointments
- Maintain accurate client and case information
- Process court orders, correspondence, and incoming mail
- Generate documents using firm templates and workflows
- Complete assigned tasks in ActionStep
- Assist attorneys with administrative and case management tasks
- Utilize Adobe Acrobat, Microsoft Office, Outlook, and firm software
- Identify opportunities to improve efficiency and client service

Qualifications

- Excellent communication and customer service skills
- Strong organizational and multitasking abilities
- High attention to detail

- Ability to learn new technology quickly
- Professional, dependable, and team-oriented
- Proficiency with Microsoft Office and Outlook

Preferred Qualifications

- Advanced proficiency with Microsoft 365, including Outlook, Word, Teams, and related applications
- Strong Adobe Acrobat skills, including document management, PDF editing, electronic signatures, and document assembly
- Demonstrated ability to learn and utilize new software platforms efficiently
- Experience with case management, CRM, workflow, or other business software systems
- Experience working in a paperless or technology-driven environment
- Law office experience, electronic filing experience, or experience with legal practice management software is a plus

Compensation & Schedule

- Full-time
- Monday–Friday
- 8:00 a.m. – 5:00 p.m.
- One-hour lunch break
- Compensation: Commensurate with experience, skills, and qualifications.

Why Join Gibson Law?

- Established and growing law firm
- No evenings or weekend requirements
- Technology-focused practice
- Long-term career growth opportunity
- Meaningful work helping people through difficult situations
- Supportive and collaborative team environment