

EMPLOYER INFORMATION

COMPANY NAME

Browning Law
1615 Grandview Dr., Idaho Falls
(208) 542-2700

EMPLOYMENT OPPORTUNITY CONTACT PERSON

Email Linda Call or Steve Carpenter at lindcall@browninglawidaho.com

POSITION INFORMATION

POSITION NAME

Personal Injury Legal Assistant

Legal Assistant – Personal Injury & Litigation

Location: Idaho Falls, ID (On-site / In-Office only)

Position Type: Full-Time (40 hours/week)

Compensation: Competitive salary DOE (Dependent on Experience) + Accruable PTO

About Browning Law

Browning Law is a dedicated, busy litigation firm based in Idaho Falls. We represent Plaintiffs, individuals and families handling serious personal injury, medical malpractice, and Plaintiffs in commercial trucking litigation. We take pride in delivering diligent, client-focused legal representation on complex, high-stakes cases.

Position Overview

We are seeking two dependable, organized, and proactive Legal Assistants to join our team full-time in our Idaho Falls office.

In this role, you will provide critical support across all phases of litigation from initial client intake through trial preparation. The ideal candidates thrive in a fast-paced environment, can handle competing priorities, frequent daily interruptions, and take pride in absolute accuracy when managing strict court deadlines and attention to detail.

Prior legal experience is not required. We are happy to train the right candidates who demonstrate a strong work ethic and an eagerness to learn.

Key Responsibilities

Client & Phone Communications: Serve as a primary point of contact for clients, witnesses, and opposing counsel; handle telephone communications with professionalism and empathy.

Intake & Case Setup: Assist with initial client intakes and file opening.

Medical Records & Summaries: Request, track, organize, and review medical records and billing statements; assist in summarizing treatment histories.

Drafting & Pleadings: Assist in drafting demand letters, discovery requests, and discovery responses.

Calendaring & Deadlines: Maintain the firm calendar, court hearings, and discovery cut-offs, and ensure strict compliance with all statutory and court deadlines.

Litigation & Trial Support: Schedule depositions, prepare exhibits, coordinate witness logistics, and assist attorneys with comprehensive trial preparation.

Court Filings: Prepare and submit electronic court filings via the Idaho Odyssey eFile system.

MINIMUM QUALIFICATIONS

Qualifications

Experience: Prior legal or personal injury experience is a plus, but not required. We are fully willing to train someone with the aptitude, drive, and willingness to learn.

Technical Skills: Proficiency with Microsoft Word and Outlook is required. Must be able to quickly learn the Odyssey eFiling system and case management tools.

Organization & Detail: Exceptional organizational skills and a sharp eye for detail; ability to track critical deadlines without letting items slip through the cracks.

Adaptability: Comfort working in a busy office setting where interruptions occur regularly while maintaining composure and workflow momentum.

Communication: Clear, professional written and verbal communication skills.

Compensation & Benefits

Salary commensurate with experience and performance.

Accruable Paid Time Off (PTO).

SALARY/ WAGE RANGE

Dependent on Experience and Performance

EMPLOYMENT TYPE

Full-Time

CLOSING DATE

10/30/2026

APPLICATION INFORMATION

APPLICATION INSTRUCTIONS

To Apply

Please submit your resume and a brief cover letter outlining your interest in the position and why you would be a great fit for our team.

ADDITIONAL INFORMATION

None