

Legal support Staff Opportunity

Job description:

We are a thriving boutique law practice in Chicago, with a strong reputation for serving startups and early-stage private companies with creativity and strong orientation toward value. We offer a broad set of transactional and "general counsel" services for our clients.


We want to grow our technology-enabled practice with significant non-lawyer personnel additions, such as paralegals, project managers, and technology assistants. We aspire to streamline our service delivery in ways that, though common in business overall, are unusual to find in law firms.

We are open to the potential contributions of people from a variety of backgrounds and with a range of talents. Interested persons will likely have experience handling some of the following types of activities:

- Interact with state Secretary of State offices and registered agent companies on entity and transaction-related matters;
- Review commercial contracts such as MSA/SOWs, SaaS Agreements, Vendor Agreements and the like.
- Support the investment transaction process.
- Generate first drafts of documents using standard forms (such as the NVCA document set) or firm templates.
- Use and create systems to organize, optimize, and firm work practices and processes.
- Communicate with clients.
- Use technology tools innovatively and proficiently. (We rely heavily on technology in our practice. If you are not the type of person who likes to learn new online tools, you will not be comfortable in this environment.)
- Code templates for document automation, using platforms such as ContractExpress.

Equally important is that candidates are comfortable in a culture of regular individual and professional development, where independent ideas can be brought forward, discussed, and evaluated on their merits. We share feedback with each other regularly and prioritize making space to learn from one other. This challenges us to grow as individuals and as colleagues and supports our drive to innovate the same way that our entrepreneurial clients do.

If you are the kind of person who needs to plug in to a fixed, clearly defined routine, this is probably not the right opportunity for you. We are looking for people who thrive on the challenge of figuring out what the best process is, getting others on board with it, implementing it, and then continuously improving it.



We are open to full or part-time work and/or to remote or telecommuting arrangements. Compensation will be initially in accordance with the market and your qualifications, but we always look forward to sharing the gains from our success with the people who contribute to it.

We are a busy practice, but also a flexible, friendly, and creative one. There is significant opportunity here for the right person to flourish professionally and stretch their current capabilities. If you are looking for a change from a typical law firm environment, this might well be someplace for you to explore. Drop us a note. We would love to talk to you, and we are excited about what you can bring.

Application instruction:

As part of our developmental culture here are some questions that will help us get to know you as a person. Please send your responses in an attached word document along with:

A cover letter, highlighting your skills and experience that are relevant to the requirements and desired attributes described above. Please also let us know where you found this job posting.

Your resume.

Email your application to: hr@mygoodcounsel.com

Subject line: Job application – Legal support staff

1. How do you team/partner with people?
2. In a group setting where people are sharing ideas, how do you like to contribute?
3. What is your experience with feedback, in a law practice setting or any other context?
4. Describe your first year at law school.
5. What do you like (or not like) about music?

How would you respond in the following scenario?

6. You are volunteering at a youth center as a tutor. Your supervisor keeps interrupting your sessions with minor correction/comments which hampers your thought process. How would you change this dynamic?

Thank you for your interest in goodcounsel.