

LEGAL SECRETARY JOB DESCRIPTION

Job Title: Legal Secretary
Reports To: Director of Administration, with dotted line to assigned attorneys
FLSA Status: Non-exempt
Full/Part Time: Full Time

SUMMARY: The Legal Secretary performs complete secretarial duties for his/her assigned attorneys and other members of the practice group as needed. Requires knowledge of policies, procedures, formats and styles, and specialized terminology, and maintains a working knowledge of the area of practice.

JOB DUTIES AND RESPONSIBILITIES

- Prepare and edit documents such as letters, memos and emails to clients, Firm members, consultants and opposing parties
- Docket deadlines, responses, replies, hearings, trials, etc. for assigned practice group
- Maintain calendars and schedules for assigned attorneys
- Maintain, file and organize client files in the Firm's Document Management System
- Field attorney calls and route appropriately
- Assist attorneys with incoming mail, email management, and office organization, as requested
- Enter billable time into Firm's billing system
- Prepare and submit attorney expense reports to the Accounting Department
- E-file with appropriate state agencies and courts
- Prepare New Matter Reports, people lists, and engagement letters
- Prepare court documents, case citations, conference papers and other documents according to rules of required formatting
- Provide vacation/absence coverage for other Secretaries as needed
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive client and Firm information
- Additional administrative duties as assigned, such as scheduling conference rooms, ordering meals, making copies, making reservations and travel arrangements, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office administration, clerical procedures, and recordkeeping systems
- Advanced communication and interpersonal skills
- Strong attention to detail
- Strong time management skills with a proven ability to meet deadlines
- Ability to use standard office equipment such as computer, desk scanners, copiers, and scan faxes
- Ability to anticipate work needs and follow through with minimal direction; takes initiative
- Ability to quickly learn and integrate new technical skills and knowledge; seek out avenues to enhance technical skills
- Ability to prioritize, organize workflow, and use time efficiently
- Ability to perform at high levels in a fast-paced, ever-changing work environment and to pivot quickly, responding with flexibility to changing priorities and work demands
- Ability to act with discretion, tact, and professionalism in all situations

- Strong customer service orientation; proven ability to work and communicate with all levels of internal and external clients
- Ability to sit for prolonged periods at a desk/workstation
- Ability to execute tasks, and make decisions with limited information

QUALIFICATIONS

- Minimum of 3+ years in similar role, preferably in a law firm, professional services or financial environment
- High school diploma or equivalent; AA/BA in related field preferred AA or BA
- Proficiency in Microsoft Office suite, particularly Outlook and Word