
Job Description

RECRUITERS - Do not contact us.

EDUCATION AND EXPERIENCE REQUIRED

Prior legal secretarial experience of two to four years.

Ability to understand procedures and instructions specific to the area of assignment as would be required during four years of high school.

Proficiency in Word, specifically formatting.

Proficiency with state and federal filings, including e-filings.

GENERAL SUMMARY

IMMEDIATE HIRE - Assistance with legal filings. Type correspondence, memoranda and project work, proofread and ensure quality of legal documents. Perform a variety of secretarial duties; telephone communication with insurance carriers and clients; coordinating travel arrangements; scheduling depositions; maintaining files and assisting attorneys in managing their practices; any other office-related tasks that may arise. Managing the administration on each assigned case, managing upcoming tasks, researching assigned judge and noting court rules. This desk covers about 3-4 attorneys.

PRIMARY FUNCTIONS

- Prepare shells for litigation documents, that include Macros.
- Prepare simple correspondence as needed or requested—such as transmittal letters, confirming letters, letters to court, etc. Edit and finalize documents and copy and distribute to clients, attorneys, and staff when requested. Review all final projects to ensure package is complete and correct, i.e., check exhibits, captions, proofs of service, etc.
- Ensure that the handling attorney reviews the final product before mailing, and that the handling attorney receives a copy of the final version via an email of Worldox links on the same day the packet (i.e., the pleading) goes out.
- Prepare pleadings (if directed by attorney) as a result of mail or if items come up on calendar—for example, Demand for Designation of Experts, Expert Designations (with attorney input), Request for Trial de Novo, Notice of Posting Jury Fees (and submit to court), Notice of Orders, Demand for IME, pre-trial Supplemental Interrogatory.
- Coordinate and arrange depositions. Arrange for court reporter, interpreter, and conference rooms as needed. Set up pre-deposition meetings with clients (with attorney input). Ensure proper notification of all parties in depositions.
- Handle requests regarding calendar conflicts, setting, canceling or renoting depositions, as well as requests for continuance of depositions. Check your voice mails/ emails frequently and at the attorney's request, check their voice mail/email when out of town or out of the office. Respond to all attorney emails within a reasonable time.
- Identify and review all mail received, and ensure all applicable calendaring is completed. Handle routine mail items on behalf of attorney (as authorized or directed by attorney) such as preparation of letters regarding deposition notices or original transcripts, advising of trial dates, forwarding of discovery requests to clients, etc.

Handle and process incoming and outgoing mail, hand deliveries and faxes: Calendar and distribute promptly upon receipt.

- May coordinate travel arrangements; securing air, hotel, and car plans for attorney (with attorney input).
- Check calendar for appearance, reminder items, etc. for the following day and ensure attorney has appropriate file/documentation.
- Ensure all cases are closed properly once settled or dismissed. May include preparation of letters to carrier, court, opposing counsel, and also notification to any retained experts or vendors such as court reporters. Prepare and/or ensure completion of Release and Dismissal, ensure dismissal is properly signed, filed with court and that an endorsed copy is received. Ensure proper receipt and forwarding of settlement monies. Ensure return of all original documents to client/carrier, including filed dismissal and original executed release. Request reimbursement of any deposits advanced in litigation, i.e., opposing expert fees, etc. Ensure internal and outside vendor notification of closure so that final billing preparation can begin (via closing memo). If closing a file where a judgment has been entered, prepare, file and/or record Acknowledgment of Satisfaction of Judgment (if applicable). Ensure attorney is aware of all correspondence and filings prepared.
- Act as a liaison for all attorneys needs/requests and ensure their completion.
- Understand and possess thorough knowledge of the functions of the firm's hardware and software.
- Train on word processing equipment and all updates to equipment and software added thereafter, including TOAs and TOCs.
- Attend scheduled staff/secretarial/calendar meetings.
- Practice the secretarial procedures adopted in the firm.
- Maintain current knowledge of state and federal rules of court and specific courtroom procedures affecting counties in which files are venued.
- Maintain updated and accurate case lists for each assigned attorney and matter.
- Submit invoices to accounting for approval and give to controller for payment, following firm protocols.
- Provide receipts for all checks written, including specialized receipts from experts that include an itemization of the charges and obtaining the address, phone number and Tax I.D. number for office manager.
- Provide back-up coverage to other secretaries during absences and assist in the training of new secretaries as may be needed or requested.
- Handle other miscellaneous administrative tasks as requested or needed.

SPECIFIC SKILLS REQUIRED

Ability to understand, correctly interpret, and apply calendaring procedures. Ability to express self effectively, both orally and in writing. Ability to effectively handle telephone contacts when attorney is not available. Thorough knowledge of firm systems and procedures to efficiently meet client and attorney demands. Thorough command of the English language, including excellent spelling, grammar, punctuation, and form. Ability to operate a variety of equipment, including copy machines, facsimile equipment and thorough knowledge of machine capabilities. Ability to effectively transcribe materials dictated on cassette tapes or electronic transmission. Ability to compose correspondence. Basic knowledge and use of legal citations. Good organizational skills and ability to be self-motivated, as well as the ability to evaluate tasks for priority. Knowledge of basic computer skills, including Word software application, particularly the knowledge and experience in drafting TOAs and

TOCs. Ability to accurately type 65 words per minute. The position also requires flexibility as new systems, procedures and tasks are developed or assigned which affect the tasks/skills and job description.

SPECIFIC PHYSICAL REQUIREMENTS

- Sitting, 67-100% of the day, modifiable position.
- Minimal walking and standing during the day, also modifiable positions.
- Occasionally lifting and carrying items of negligible weight (up to 30 pounds) during the day.
- Reaching for items of negligible weight frequently during the day, often requiring full arm's reach. Included in the reaching is the ability to reach overhead shelves and push/pull drawers.
- Occasionally climbing step stool to reach a height of up to seven feet.
- Sensory requirements, including ability to hear, speak, and see for reading.
- Tactile sensory requirements to perform fine hand motor coordination activities, including fine hand motor coordination for writing and keyboarding and intact sensory feedback in hands.

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Ability to understand procedures and instructions specific to the area of assignment as would be required during four years of high school. Prior legal secretarial experience of two to four years.

JOB CONDITIONS

Extended hours may be required during periods of high workload and flexibility in daily work schedule around breaks and lunch period due to attorney requirements.

Job Type: Full-time

Related keywords: legal assistant, legal secretary, legal, secretary

Job Types: Full-time, Contract

Pay: \$60,000.00 - \$70,000.00 per year

COVID-19 considerations:

We are practicing social distancing in the office. Masks are required. Minimal employees allowed in the office at all times.