

# Legal Administrative Assistant

## Legal Administrative Assistants Department

Email Resume [Here](#) to Apply

### Qualifications:

- High school diploma is required.
- College strongly encouraged.
- Prior Legal Administrative Assistant work experience essential.
- Excellent written and verbal communication skills.
- Excellent interpersonal and organizational skills.
- High attention to detail, ability to multitask in a high paced environment, and manage deadlines.
- Ability to prioritize and coordinate work.
- Ability to maintain confidential information.
- Ability to manage workflow and delegate projects as necessary.
- Ability to think critically and analytically in a pressured environment.
- Ability to clearly and effectively communicate with various levels of staff within the organization.
- Ability to work productively and cooperatively with other employees.
- Ability to constantly learn new skills as they become necessary. Adapt to using new equipment such a computer, duplicating machines, and scanners.

### Duties and Responsibilities:

- Provide detailed and high-level legal and administrative support in a Secretarial Service Center (SSC) consisting of a team of two or three Legal Administrative Assistants.
- Coordinate and maintain effective office procedures and efficient work flow, comply with policies and procedures set by the Firm, establish and maintain harmonious working relationships, and foster an atmosphere of teamwork and cooperation.
- Work effectively with other Legal Administrative Assistants within the assigned SSC, provide occasional coverage to other SSCs on the floor when needed, and volunteer for overflow work assignments when time permits. Must be able to collaborate and work in a shared work space and be accessible to both lawyers and other secretaries.
- Work closely to mentor, share knowledge and best practices and answer any Firm policy and procedural questions for assigned Legal Administrative Assistants. Provide guidance when necessary and lead by example.
- Schedule client meetings, reserve conference rooms, coordinate audio visual equipment and food needs via CovReservations. Register Firm guests through Passage Point. Coordinate all aspects of lawyers' travel arrangements (domestic and international) and prepare travel itineraries, monitor and process travel reimbursements in a timely manner, maintain Outlook calendar, and monitor crucial due dates for lawyers as required.
- Organize, coordinate, and communicate pertinent information with other team members. Monitor lawyers' incoming emails as directed and when required. Answer phones and direct callers as required. Receive, register, and assist visitors as required.

## Qualifications (continued)

- Ability to navigate iManage, MS Office, Elite, 3E, Chrome River and CovReservation.

## Duties and Responsibilities (continued):

- Type, revise, and proofread general correspondence, memos, legal documents, and reports in Excel from various sources. Prepare draft communication outlined by lawyer as required. Ensure accuracy and clarity of all work product in a timely manner.
- Utilize iManage document management system effectively as a central repository for all matter-related documents.
- Establish and maintain records of documentation in searchable electronic formats (hard copies only when necessary). File hard copy data and documents as necessary in a timely manner. Retrieve information from storage as requested. Send paper files to storage on a periodic basis. Use Records Management System to process files for storage and retrieval. Update subscription books as required.
- Maintain lawyers' time in 3E, proofread, and submit finalized time to Accounting on a daily basis (unless client directs otherwise). Maintain knowledge of client requirements for billing and prepare client billing as required. Prepare New Business Matters and update list of client/matter codes. Maintain and follow through on all client billing matters.
- Maintain appropriate sense of urgency and complete all work assignments within agreed upon deadlines.
- Create and maintain up-to-date lawyer preference information supported by the SSC reflecting specific instructions and expectations of the lawyers.
- Notify Legal Administrative Assistants Supervisor upon arrival every morning via e-mail and provide any pertinent information as required. Notify Legal Administrative Assistants Supervisor about availability to assist with overflow work.
- Coordinate any planned time out of the office (PTO) with team members prior to submitting request to Legal Administrative Assistants Supervisor for approval.
- Deliver timesheets to Legal Administrative Assistants Supervisor for approval in a timely manner. All overtime must be pre-approved by Legal Administrative Assistants Supervisor.
- Mandatory participation in the Legal Administrative Assistants Certification Program.
- Timely and regular attendance.

### **Duties and Responsibilities(continued):**

- Perform other duties as necessary and as assigned by your supervisor for efficient functioning of the Department.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

**Status:** Non-Exempt

**Reports To:** Director of Administration, Legal Administrative Assistants Supervisor, and Lawyers

**Workplace type:** Hybrid

**Salary:** \$79,000 - \$110,500

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