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LEGAL SECRETARY

Description

National law firm with a primary focus on health care and life sciences; employment, labor and workforce management; and litigation and business disputes. An industry-focused firm, our firm has decades of experience serving clients in health care, financial services, retail, hospitality and technology, and representing entities from startups to Fortune 100 companies.

The Legal Secretary will perform a variety of administrative tasks which includes providing a high level of customer service and support, while consistently producing an excellent work product. The Legal Secretary maintains general knowledge of the firm's practice groups and a specialized knowledge of the assigned attorneys' practice area(s) and clients in order to ensure extraordinary client satisfaction. Knowledge of Employment and Labor law is a plus. Qualified candidates must possess a legal secretary certificate or associate's degree, and a minimum of five years of legal secretarial experience, preferably in a law firm or other legal environment.

Responsibilities

Job Duties

- Manage the day-to-day schedules of the attorneys. This includes regular meetings to discuss priorities and deadlines. The ability to be proactive and think ahead are key.
- Assist attorneys with preparation of template contracts and other legal documentation of a routine nature. Create, edit and proofread work product to ensure accuracy.
- Maintain calendars including appointments, meetings, travel and trip plans, CLE reporting, and professional memberships for attorneys.
- Prepare and maintain spreadsheets and databases for legal files and initiatives.
- Process Accounts Payable and Receivable.
- Processing reimbursements, expense reports and check requests.
- Effectively manage projects by meeting deadlines and conducting follow-up as needed.
- Inputs, reviews, edits, and closes timekeepers' time entries through the firm's web-based time entry program using firm standards.
- Handles monthly client billing. Reviews billing proformas for accuracy and completeness. Performs client, matter and timekeeper inquiries, and narrative edits.
- Process various forms such as expense reports, new business forms, check requests and audit letters.
- Opens new matters and generate client conflict checks. Sets up and maintains timekeeper's work files, including daily and regular filing. Indexes and prepares files for off-site storage.
- Prepares annual and/or supplemental audit letter responses.
- Answers telephones and accurately takes and relays messages.
- Assumes responsibility for maintaining the highest level of confidentiality of all Firm and client information, records and files, both within and outside of

Hiring organization

Sales Executives

Employment Type

Full-time

Industry

Legal

Date posted

June 14, 2024

the Firm.

- File and maintain electronic documents in Filesite.
- Prepare documents for offsite storage utilizing LegalKey software.
- Prepare and coordinate travel arrangements with travel agent.

Qualifications

Job Qualifications

- Prior administrative law firm experience required.
 - Litigation experience a plus.
 - Must possess strong calendar management skills.
 - Must be highly organized and detailed oriented.
 - Ability to multi-task, meet deadlines and work under pressure.
 - Must be flexible with schedule including overtime as needed.
 - Must have good communication and customer service skills including the ability to communicate and provide customer services to clients, attorneys and other staff.
 - Must be a team player in addition to working independently on projects as needed.
 - Must possess the ability to handle confidential information.
 - Strong knowledge of MS Office Products (Word, Excel, PowerPoint and Outlook).
- Experience with Kofax and DocXTools is preferred but not required.