

POSITION DESCRIPTION

POSITION
LEGAL ASSISTANT

PRACTICE GROUP
LITIGATION

LOCATION
BRUNSWICK

POSITION DESCRIPTION SUMMARY

Responsible to attorneys, the Legal Assistant will assist in the delivery of legal services by employing a variety of administrative and word processing skills, greeting and assisting clients, and answering incoming calls.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Legal Assistant will be an integral part of a team delivering legal services to clients of the Firm, primarily but not exclusively, in the Litigation Practice Group. In this capacity, the Legal Assistant will be responsible for the support of attorneys through the application of administrative skills including typing,, transcription, file management, calendaring, client billing and general technical support as may be required.

Specific Duties of the Legal Assistant will include the following:

- Administrative duties in support of attorneys including performing extensive typing and transcription
- Opening and maintaining files, including opening new case memos, performing conflict checks, transcription and drafting of work product such as letters, agreements, memoranda and legal documents (deeds, motions, pleadings, etc.); retiring files according to established procedure
- Scheduling of appointments; working with the courts, opposing counsel, clients, and other staff to schedule hearings, depositions and trials
- Creating and updating pleading indices
- Reviewing time entry and managing client billing
- Assisting in management of case documents, including use of litigation support software
- Electronic filing using USDC ECF system
- Compiling and preparing documents for trial, preparing discovery document templates
- Answering telephone calls and opening/handling mail
- Maintaining an electronic docket/tickler system
- Making travel arrangements consistent with firm policy and attorney needs
- Controlling/managing of paper and electronic documents to facilitate use and retrieval
- Prioritizing work flow and exercising judgment to make basic decisions in a variety of work situations
- Other duties as assigned

As a member of a team, the individual will also be called upon to share various office support tasks such as general telephone coverage, office appearance, filing, etc. with general reception and front-desk work included.

This is a professional position, and the individual must possess knowledge of legal terminology directly related to the assigned department. The individual must also be able to manage the desks of the attorneys for whom he or she has primary responsibility, be able to work with little or no supervision, and refer unusual or important matters for direction.

QUALIFICATIONS, SKILLS, ABILITIES

The Legal Assistant should possess the following:

- Associates degree or equivalent (3 to 5 years of legal experience, preferably in litigation)
- Formal education or training in legal or related work is a plus
- High degree of accuracy in work product
- Proficiency with Microsoft Office Suite, especially Word and Outlook
- Knowledge of litigation software is a plus
- Excellent proofreading skills
- Strong interpersonal skills
- Skilled in the use of office and computer equipment
- Ability to maintain confidentiality
- Ability to perform multiple tasks simultaneously and efficiently
- Be a good team player and work well with co-workers
- Ability to follow instructions

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, walking up and down stairs, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds, which may include placing books on shelving above shoulder level. The noise level in the work environment is usually moderately quiet.

Employee

Date