



## **JOB DESCRIPTION**

**Position Title: Legal Assistant**

**Job Code:**

**FLSA Status: Non-Exempt**

---

### **POSITION PURPOSE**

This position provides a wide range of administrative, executive, and legal secretarial support for multiple attorneys and paralegals. This position must maintain the ability to interact with staff at all levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient with a high level of professionalism and confidentiality. This position requires excellent written and verbal skills, strong decision-making ability, and attention to detail. This position requires advanced computer skills in Word, Excel, and PowerPoint such as complex document creation, revision, and version management, including, but not limited to, the use of table of contents, field codes, headings and other advanced formatting available in Microsoft Office Suite. This position is responsible for typing correspondence, agreements and other documents from rough draft, extensive verbal instruction, proofing/editing for accuracy, answering phones, scheduling meetings using Outlook, making travel arrangements, maintaining multiple filing systems, coordinating transaction documents, and communicating in person, by telephone, mail or email with internal and external contract and any other duties as assigned.

---

### **RESPONSIBILITIES AND TASKS**

- Provides administrative, executive, and secretarial support for the Senior Attorney and other attorneys and paralegals and performs complex secretarial, executive, administrative word processing and other clerical functions.
- Types correspondence, agreements and documents from rough draft, extensive verbal instructions and dictation.
- Proofing and editing documents for accuracy.
- Answers the telephone in a timely and professional manner.
- Schedules meetings effectively and efficiently using Outlook and makes the necessary travel arrangements.
- Maintains filing systems and indexes in an organized manner.
- Communicates effectively in person, by telephone, mail or email with internal and external clients and maintains the ability to interact with staff at all levels of the firm.
- Completes special projects and other duties as requested to support the needs of the organization.
- Networks with co-workers to share best practices.
- Develops strategies and aligns work to achieve goals.
- Demonstrates general computer skills, knowledge of Microsoft Office Suites, troubleshoots minor technical issues and seeks assistance when necessary.
- Organizes, plans, and manages time effectively to complete assignments.

## COMPETENCIES

<b>Accountability</b>	Taking ownership for responsibilities and commitments, and their outcomes.
<b>Business Acumen</b>	Understanding the context, needs, and key factors associated with achieving business goals and objectives.
<b>Change Agility</b>	Effectively anticipating, preparing for, facilitating, leading, and supporting sustainable positive change.
<b>Collaboration</b>	Contributing and capitalizing on the talents of diverse stakeholders to achieve common goals while respecting individual needs.
<b>Communication</b>	Conveying, understanding, acknowledging and incorporating information, news, ideas and feelings, using a variety of methods.
<b>Leadership</b>	Engaging relevant parties, building a compelling vision of desired outcomes, generating energy and enthusiasm, and empowering others to take action by removing obstacles and building accountability.
<b>Personal Growth &amp; Development</b>	Devoting time and energy to expand knowledge, skills, and abilities; and seeking new experiences or career opportunities.
<b>Quality &amp; Customer Satisfaction</b>	Committing oneself to maintain a high standard of excellence while also meeting or exceeding customer expectations.
<b>Talent Management</b>	Attracting, engaging, retaining, and developing high-performing individuals and teams to meet current and future business needs.
<b>Job/Technical Proficiency</b>	Demonstrating the appropriate breadth and depth of knowledge and skill specific to one's profession, function or job discipline.

## POSITION REQUIREMENTS

### License or Certification:

- N/A

### Minimum Qualifications:

- Minimum of 3 years of legal secretarial experience.
- Previous experience working at a law firm is preferred.
- Proficiency in Word, Excel, PowerPoint and Outlook.

### Machines, Equipment Used:

- General office equipment such as computer/laptop, telephone, copy/fax machine, calculator, scanner, etc.
- Microsoft Office software, to include Outlook, Word, and Excel.

### Physical Requirements:

- Visual acuity, speech recognition, speech clarity.
- Ability to lift, lower, push, pull, and retrieve objects weighing a minimum of 15 pounds. Reasonable assistance may be requested when lifting, pushing, and/or pulling exceeds these minimum requirements.

### Skills and Abilities:

- Oral communication, written communication, fluency in English, active listening.
- Information ordering, deductive reasoning, social perceptiveness, time management, critical thinking.
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner.
- Ability to work independently without continuous supervision.

### Environmental Conditions:

- Indoor, temperature controlled, smoke-free environment.
- Handicapped accessible.
- May work under stressful circumstances at times.

### Proficiency or Productivity Standards:

- Has regular, reliable, and predictable attendance and punctuality.
- Adheres to dress code including wearing ID badge.
- Adheres to Standards of Business Conduct.
- May be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet deadlines.
- May be required to work on religious and/or legal holidays on scheduled days/shifts.
- May be required to perform other duties as assigned by supervisor.
- This position will support cultural diversity by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity.

All job descriptions approvals and performance evaluations are conducted electronically. Under extenuating circumstances, paper templates can be requested from Human Resources or a member of leadership within the firm.