

POSITION DESCRIPTION

POSITION

ADMINISTRATIVE ASSISTANT

PRACTICE GROUPS

TRUSTS & ESTATES

EMPLOYMENT LAW

POSITION DESCRIPTION SUMMARY

Responsible to Attorneys, the Administrative Assistant will assist in the delivery of legal services by employing a variety of secretarial and word processing skills, greeting and assisting clients, as well as answering incoming calls, email and appropriate correspondence.

SPECIFIC DUTIES AND RESPONSIBILITIES

The Administrative Assistant will be an integral part of a team delivering legal services to clients of the Firm primarily for the trusts & estates and employment law groups. In this capacity, the Assistant will be responsible for the support of attorneys through the application of secretarial skills including word processing, file management, calendaring, docket control and general technical support as may be required. May support other employees as needed.

Specific Duties of the Administrative Assistant include, but are not limited to, the following:

- Secretarial duties in support of attorneys including performing word processing tasks, opening and maintaining files and transcription
- Drafting of work product such as letters, agreements, bankruptcy forms, trust and estate tax forms, memoranda and legal documents (estate planning documents, petitions, etc.)
- Responding to and, where appropriate, initiating telephone calls, opening and handling mail, including responding, where appropriate, entering time, release attorneys' time, and other related work as required
- Opening cases, creating and maintaining standardized case files
- Preparing schedules for cases
- Meeting with clients, collecting information and scheduling appointments
- Maintaining of an electronic docket/tickler system; appropriate follow up with attorneys regarding pending matters and deadlines; researching and filing documents as well as using customized software programs
- Making travel arrangements consistent with firm policy and attorney needs
- Prioritizing work flow, juggling multiple and sometimes competing priorities, exercising judgment to make basic decisions in a variety of work situations, and maintaining flexibility in day-to-day completion of duties
- Other duties as assigned

As a member of a small work team, the individual will also be called upon to share various office support tasks such as filing, assisting with time-sensitive projects in order to meet deadlines, general telephone coverage, receptionist support, office appearance, etc.

This is a professional position; the individual must possess knowledge of legal terminology directly related to the area of practice assigned to. The individual must also be able to manage the attorney's desk in that person's absence, be able to work with little or no supervision and to refer unusual or important matters for direction.

QUALIFICATIONS, SKILLS, ABILITIES

The Administrative Assistant should possess the following:

- High school diploma or equivalent
- At least three years' legal experience
- High degree of accuracy in work product
- Strong proofreading skills
- Strong interpersonal skills
- Fast and accurate typist
- Self motivated: must be able to identify next appropriate step and follow through on tasks
- Skilled in the use of office equipment and scanning 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
- Proficiency with Microsoft Office Suite
- 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, 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/files on shelving above shoulder level. The noise level in the work environment is usually moderately quiet.

Employee

Date