

# Corporate Legal Administrative Assistant

**FLSA Status:** Non-Exempt

**Reports to:** Office Administrator

## POSITION SUMMARY

Performs a variety of secretarial and administrative support duties for attorneys in our corporate and securities section to whom assigned according to established policies and procedures. Maintains positive contact with clients, attorneys and staff and observes confidentiality of client matters.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Specific duties of this position include, but are not limited to:

- Prepares standard correspondence and other documents as needed.
- Scans, profiles and emails client documentation to team members as directed.
- Manages electronic file documentation by saving into appropriate iManage folders.
- Handles incoming mail, and makes arrangements for courier services when needed.
- Establishes and maintains deadlines associated with a file through the appropriate calendaring system.
- Uses Innova to style documents; Adobe Acrobat to create closing binders, edit PDF documents and to convert Word documents to PDF and PDF to Word; uses Excel for closing checklists; assists with creation of PowerPoints for client presentations and uses cross-referencing and track changes.
- Requests conflict of interest checks with Conflicts Coordinator, opens files, and maintains all client and general files.
- Maintains good public relations with clients; observes confidentiality of attorney-client relationship.
- Makes appointments for attorneys; schedules meetings and conferences, and provides notice to all appropriate parties.
- Serves as liaison to clients and other attorneys; responding to inquiries as necessary.
- Makes travel arrangements when needed; requests checks and submits expense reimbursements when appropriate.
- Ensures billable time is processed before its deadline; proofs time entries; reviews and edits pre-bills.
- Performs overflow assistance, as time permits and as requested by other attorneys, the Human Resource Coordinator or the Administrator.

## KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Excellent organizational and communication skills, ability to work independently and as a team member, prioritizing effectively, attention to detail, accuracy, problem solving, detailed proofreading, and editing are essential for success in this position
- 4+ years of corporate secretarial experience.



- Working knowledge of legal terminology and legal documents.
- Interpersonal skills necessary to communicate in person, by e-mail or telephone, and follow instructions effectively from a diverse group of clients, attorneys and staff to provide information with courtesy and tact.
- Ability to work overtime as needed.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

