

## DOCUMENT SPECIALIST

**FLSA Status:** Non-Exempt

**Reports to:** Administrator

### **Essential Duties and Responsibilities:**

- Mastery of MS Word (using styles for formatting), and a familiarity with MS Excel, MS PowerPoint, Adobe Acrobat Professional, pdfDocs, Time Entry, and Citrix Summation.
- Types correspondence and reports from handwritten copy, drafts, and recorded transcription.
- Maintains filing systems on electronic system and in hard copy paper records.
- Utilizes legal formats and terminology when setting up documents.
- Transcribes dictation and proofreads all work completed before returning to attorney or staff person.
- Performs computer searches for documents that have been lost or misplaced.
- Works one-on-one with attorneys for special projects that need special or specific instruction.
- Converts and formats documents.

### **Knowledge, skills and abilities required:**

- Ability to read and write at a level normally acquired through the completion of high school in order to produce legal documents.
- Approximately six months to one year on the job experience necessary in order to effectively perform required tasks without supervision.
- Ability to type routine forms, reports, correspondence and the like from rough draft or transcription at a level of 70 wpm.
- Ability to understand and utilize computer equipment and software in order to process documents.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Interpersonal skills necessary in order to communicate and follow instructions effectively from diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact.
- Ability to proofread typed material for grammatical, typographical or spelling errors.
- Work occasionally requires a high level of mental effort and strain when performing a high volume of tasks and other essential duties.
- Due to the time-sensitive nature of the work and the limited availability of replacement personnel, regular full-time attendance, including being available to work unscheduled overtime hours, is an essential function of the position.
- Other duties as assigned by the employer.

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

**Working Conditions:** Normal office environment with little exposure to excessive noise and temperature.