

# CAREERS

**JOB TITLE:**

Legal Secretary I

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Securities and Consumer Fraud

**REPORTS TO:**

Senior Paralegals

**SUMMARY:**

Perform diverse administrative and secretarial duties for attorney(s) and support staff personnel. These include, but are not limited to: answering, screening and placing telephone calls; handling mail; operating office equipment; taking and transcribing dictation; making travel arrangements; maintaining records; preparing attorney expense reports; photocopying; providing back-up coverage; maintaining calendars; maintaining supplies; completing special projects; assisting paralegals in performing a variety of functions to support attorneys in representing their clients fairly and efficiently.

**MINIMUM REQUIREMENTS:**

- At least two (2) years of legal professional work experience.
- Proficient with MS Office Suite 2010 or higher
- Type a minimum of 75 WPM
- Experience working with Lexis or Westlaw a plus
- Familiarity with PACER/ECF a plus
- Excellent communication skills
- Familiarity with drafting pleadings and discovery documents helpful
- High School Diploma required; Associate's degree or higher preferred

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

"Essential functions" are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Assist paralegals in performing a variety of functions with regard to any or all of the following: commencement of new cases; discovery process; deposition arrangements; all phases of trial preparation; and general paralegal responsibilities
- Answer, screen, and direct telephone calls appropriately
- Set up conference calls, schedule appointments, and maintain multiple attorney/team calendars
- Receive incoming and distribute outgoing mail, shipments, facsimiles, etc
- Coordinate the preparation of mail, shipments, etc.
- Perform transcription of legal documents, correspondence, memos, notes, contracts, and briefs
- Review and edit prepared documents for accuracy
- Type memos, re-type notes, and sends out necessary documents and emails
- Organize and maintain copies, electronic files, and records
- Record time entry and billing
- Ensure expense reports are filed in a timely manner
- Compile legal documents and briefs
- Maintain and order supplies
- Act as a liaison between attorney(s) and co-counsel, opposing counsel, paralegals and other firm attorneys
- Assists in preparing for and setting up meetings
- Perform special projects as needed

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## **BENEFITS PACKAGE:**

- Health & Dental Insurance
- Retirement Savings Plan
- Life Insurance
- Flexible Spending Accounts
- Long Term/Short Term Disability
- Cancer Insurance

## **WORKING HOURS & CONDITIONS:**

Work may require more than 40 hours per week to perform the duties of the position. Work is performed in a normal heated or air-conditioned office environment.

*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. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer. We participate in E-Verify.*