

CAREERS



JOB TITLE:
Legal Secretary I

FLSA:
Non-Exempt

DEPARTMENT:
Administration

REPORTS TO:
Attorneys and Senior Paralegals

SUMMARY:

Perform diverse administrative and secretarial duties for senior partner(s) and/or 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 attorney 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:

- Two (2) to four (4) years of professional work experience.
- Proficient with MS Office Suite; exceptional Excel skills
- Experience transcribing dictation a plus
- Excellent communication skills
- Familiarity with pleadings and discovery documents helpful
- High School Diploma required; Associate's degree 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.

- Answer, screen, and direct telephone calls appropriately
- Set up conference calls, schedule appointments, and maintain multiple attorney/team calendars
- Receives and distribute all incoming and outgoing mail, shipments, facsimiles, etc
- Coordinate the preparation of mails, 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 send out necessary documents and emails
- Organize and maintain copies, electronic files and records
- Record time entry and billing when needed; ensure expense reports are filed in a timely manner
- Compile legal documents and briefs; proficiency in Blue Book citation is necessary in some cases
- Maintain and order supplies
- May assist paralegals in performing a variety of functions with regard to any or all of the following: the commencement of new cases; the discovery process; pretrial preparation; trial, post-trial and appellate work; settlement preparation; and general paralegal responsibilities
- Act as a liaison between assigned attorney(s) and co-counsel, opposing counsel, paralegal and other firm attorneys
- Assist with trial preparation, deposition arrangements to include video conferencing as necessary
- Perform special projects as needed

WORKING HOURS:

Work may require more than 40 hours per week to perform the duties of the position. Work may require travel.

WORKING CONDITIONS:

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. No applicant will be limited or excluded from consideration for employment on any basis prohibited by local, state or federal law. We participate in e-verify.