

**JOB TITLE:**

Executive Assistant/Experienced Administrative Assistant

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Varied

**REPORTS TO:**

Attorney/Partner

**SUMMARY:**

Under general supervision the individual performs a variety of administrative duties, litigation support, & case management. In addition to typing, filing and scheduling, the ideal candidate will be performing duties such as coordinating meetings, handling travel arrangements, coordinating mail, and working on special projects. This position deals with a diverse group of external callers, clients, experts, co-counsel/opposing counsel, visitors, and internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize, and organize diversified workload.

**MINIMUM REQUIREMENTS:**

- High school diploma required. Associates degree in business or related subject preferred.
- Minimum 3-5 years' experience providing C-Suite executive support required. Previous experience in a law firm setting and Paralegal experience highly preferred
- Ability to organize and prioritize numerous tasks and complete them under tight deadlines and with little direction
- Must be able to proofread typed material for grammatical, typographical and spelling errors
- Strong working knowledge of MS Word, Outlook, Excel, PowerPoint, and superior typing skills
- Ability to communicate and work well with a variety of people
- Ability to operate standard office equipment, including personal computer, copier, facsimile, and telephone .
- Superb level of organization skills is required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

- Type memos and send out necessary documents and emails; produce copies as needed.
- Converts draft correspondence, memoranda, reports and other documents into typed format
- Utilize some litigation software programs, such as CMP and Caselogistix
- Reviews, sorts and dates mail; maintains files
- Answers, screens, and directs telephone calls appropriately
- Assists in preparing for and setting up of meetings. Prepares reports and minutes for meetings
- Performs routine office correspondence, completing forms and documents, and maintains records and files
- May assist with special projects as needed

**WORKING HOURS:**

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

**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. EOE.*

*We participate in e-verify.*

Revision Date: 6/12/2009