

# CAREERS



**JOB TITLE:**  
Legal Secretary

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Administration

**REPORTS TO:**  
Attorneys and Senior Paralegals

*As one of the nation's largest plaintiffs' litigation firms, Motley Rice advocates for the rights of workers, families, consumers and investors and aggressively seeks justice for people and institutions harmed by wrongdoing and negligence. Our Firm has played leadership roles in some of the most significant cases to ever go through U.S. courts. We have the experience and depth of knowledge to take on innovative, cutting-edge litigation across a variety of practice areas.*

***We are currently accepting submission for our Legal Secretary opening.***

Join our dynamic team and be part of a firm, where your writing skills will make a significant impact on our firm's success and reputation in the legal industry!

## **WHAT YOU'LL DO:**

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; making travel arrangements; maintaining records; preparing attorney expense reports; maintaining attorney calendars; maintaining supplies; completing special projects; assisting Attorneys and paralegals in performing a variety of functions to support attorneys in representing their clients fairly and efficiently, to include:

- 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
- 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
- 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 teleconferencing as necessary
- Perform special projects as needed

## **WHAT WE'RE LOOKING FOR:**

- Two (2) to four (4) years of professional work experience.
- Proficient with MS Office Suite; exceptional Excel skills
- Excellent communication skills
- State/Federal filing experience using PACER highly preferred
- High School Diploma required; Associate's degree preferred

## **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.*