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Summary The Legal Secretary must possess a minimum of three to five years' experience as a secretary in a law firm or corporate legal department environment. This position will support two attorneys in the Business Counsel Services section through the performance of complex secretarial and clerical skills. Knowledge of grammar, spelling and punctuation a must. Must be proficient in the use of MS Word, Excel and Outlook, heavy transcription. **Status** - Non-Exempt<B style="mso-bidi-font-weight: normal">Hours: 8:30 a.m. to 5:00 p.m. **Reporting Relationship** Reports and is responsible to assigned attorney(s), section head and the Director of Human Resources. **Specific Responsibilities** Scheduling and Calendar - Maintain calendar for attorneys. Documentation - Provides documentation production in accordance with the requirements of the assigned attorneys. Duties include but are not limited to: working closely with attorneys to prepare transactional documents, obtaining and organizing files on a daily basis, preparing, organizing and maintaining transactional documents and other tasks as need. Proofreads all documents produced, checking for appropriate formatting, spelling and grammatical errors, as well as ensuring that all attachments, exhibits and enclosures are intact. Interacts with clients as required, such as providing copies of necessary documents. Performs routine filing and opening and closing of files. Administrative - Screens incoming calls. Maintains area for neatness. Schedules conference rooms for attorney meetings. Updates client matter lists as well as case particulars for each matter for which assigned attorneys are responsible. Open files, close files, coordinate billing and time entry. **Qualifications, Experience, Knowledge & Skills** Must be proficient in Word and at least some proficiency in WordPerfect; ability to operate office equipment such as copy machine, telephone and fax machine; ability to communicate clearly - both orally and in writing, to read and analyze materials and other data; to work in stressful conditions under time deadlines. The successful candidate will be a team player with a positive attitude who has the ability to take direction from and work in tandem with many individuals at all levels of the department and possess excellent organizational, written, computer and verbal skills. The position requires the ability to maintain efficiency, attention to detail and composure under pressure, and multitask and set priorities while tracking and meeting deadlines in a fast paced, time sensitive, high volume environment with minimal supervision. Typing minimum of 80-90 wpm. May be required to lift and/or move objects weighing up to 25 pounds. 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. **OFFICE SERVICES CLERK** <B style="mso-bidi-font-weight: normal">

Summary: Great Career Opportunity for person with good office machine and customer service skills. You must be articulate and present a positive professional image to our clients. Individual must be dependable, reliable, detail oriented with good organizational skills. We are looking for a team player as well as someone who works well on their own. This position requires the ability to lift 50 pounds. **Status** - Non-Exempt<B style="mso-bidi-font-weight: normal">Hours: 8:30 a.m. to 5:00 p.m. **Reporting Relationship** Reports and is responsible to the Director of Human Resources. **Specific Responsibilities:** Keep copiers stocked with paper.Responsible for maintenance of lobby, conference rooms, kitchen areas and vending machines.Sets up conference rooms for meetings (i.e., coffee, water, cokes, food).Make weekly list for Admin Assistant on supplies/vending needed.Process all incoming and outgoing mail.Deliver all incoming packages and mail.Walk the floor weekly for repairs, light outage, and paint touch-ups.Provide copy assistance to secretaries and paralegals. **Qualifications, Experience, Knowledge & Skills** Must have excellent interpersonal and communication skills.Must utilize tact, discretion, and use good judgment in all aspects of work.Working knowledge of MS Outlook, Word, Excel.Must have excellent analytical and problem solving skills.Experience must be in a service industry with preference in legal. 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.

To

apply for these positions, send your resume, letter of interest, and salary requirements to Kim Williams, Director of Human Resources by e-mail to kwilliams@settlepou.com or facsimile at (214) 526-4145 or 3333 Lee Parkway, Eighth Floor, Dallas, Texas 75219.