Legal Secretary – Creditor Rights

Summary of Qualifications

Assists attorneys and legal assistants through the performance of complex secretarial and clerical skills.

Reporting Relationship

Reports to attorney(s)/legal assistant(s) and Director of HR.

Specific Responsibilities

- Scheduling and Calendar – Contacts clients for scheduling appointments, maintains calendar for attorney.
- Documentation – Provides documentation production in accordance with the requirements of the assigned attorney. Proofreads all documents produced, checking for appropriate formatting, spelling and grammatical errors, as well as ensuring that all attachments, exhibits and enclosures are intact. Reviews invoices to be sent to clients. Opens and screens incoming mail and prepares documents for mailing. Performs routine filing and opening and closing of files when requested.
- Administrative - Screens incoming calls. Maintains area for neatness. Schedules conference rooms for attorney meetings. Updates client matter lists as well as client phone lists. Open files, run conflicts, close files; coordinate billing and time entry.

Essential Knowledge, Skills and Abilities Required

- Must be proficient in Word and WordPerfect
- Ability to operate office equipment such as copy machine, telephone and fax
- Ability to communicate clearly – both orally and in writing, to read and analyze materials and other data
- Ability to work in stressful conditions under time deadlines
- Typing 70-85 wpm
- May be required to lift and/or move objects weighing up to 25 pounds
- The successful candidate will be a team player with a positive attitude who has the ability to give and take direction 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.
- Proficiency in MS Word, WordPerfect and advanced experience with drafting documents, word processing, and proofreading and document production is required.
- Successful candidates must be responsible, well-organized, detail oriented, and self-motivated, and have excellent written and oral communication skills.
- A minimum of two-three years experience as a legal secretary bankruptcy and/or commercial litigation.

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.