LEGAL ADMINISTRATIVE ASSISTANT

Job Description:

**Legal Administrative Assistants** work with lawyers and paralegals, providing them with support on research, correspondence, filing, and other essential duties. An administrative assistant in this field needs a solid working knowledge of various legal principles and terms, and they must feel comfortable drafting documents and correspondence related to complicated legal concepts. The legal administrative assistant often manages the day-to-day running of the office. This can involve tasks such as keeping office supplies in stock, managing invoices, and conducting bookkeeping for the various office support accounts and utilities.

Job Responsibilities:

* answer telephones and greet clients
* respond to clients and provide information to clients
* log and distribute incoming mail including regular and electronic mail
* set up, organize and maintain paper and electronic filing systems in accordance with recognized procedures and standards
* process and track legal work
* record and monitor deadlines
* update status and tracking reports
* collect and retrieve information from files as needed
* create, format, revise and edit legal documents such as wills, deeds, affidavits, complaints, subpoenas and briefs
* prepare and edit correspondence, minutes, letters, memos, presentations and spreadsheets
* transcribe dictation
* review and proofread documents and correspondence to ensure accuracy
* process and distribute documents effectively
* gather case evidence and documentation including medical records, statement of charges, client and witness statements
* interview clients to develop cases
* plan and schedule appointments, conferences, meetings and travel arrangements for legal staff
* coordinate logistics for meetings and conferences
* provide administrative support including copying, scanning and faxing
* monitor and coordinate the flow of information internally and with external stakeholders
* input and track timekeepers' hours
* maintain accurate expense account records
* prepare and process expense reports and reconciliations
* produce invoices and send out to clients

Job Qualifications:

* Associates in administration or related field
* Bachelors in administration or related field preferred
* Experience as a legal administrative assistant

Opportunities as a legal administrative assistant or are available for applicants without experience in which more than one a legal administrative assistant is needed in an area such that an experienced a legal administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Familiarity with human resource principles
* Skilled in working with Microsoft Office
* Familiarity with the law