

Legal Administrative Assistant

Legal Administrative Assistant Department

Email Resume [Here](#) to Apply

Qualifications:

- High School diploma is required.
- College strongly encouraged.
- Prior secretarial/administrative work experience essential.
- Excellent written and verbal communication skills.
- Excellent interpersonal and organizational skills.
- High attention to detail and ability to multi-task in a high paced environment.
- Ability to prioritize and coordinate work.
- Ability to maintain confidential information.
- Ability to manage workflow and delegate projects as necessary.
- Ability to juggle multiple tasks and manage deadlines.
- Ability to think critically and analytically in a pressured environment.
- Ability to clearly and effectively communicate with various levels of staff within the organization.
- Ability to work productively and cooperatively with other employees.
- Ability to constantly learn new skills as they become necessary.

Duties and Responsibilities:

- Provide detailed and high-level secretarial and administrative support in a Team of 2 or 3 Legal Administrative Assistants (LAAs).
- Coordinate and maintain effective office procedures and efficient workflow; comply with policies and procedures set by the Firm; establish and maintain harmonious working relationships; foster an atmosphere of teamwork and cooperation.
- Work effectively with other LAAs within the assigned team; provide occasional coverage to other LAAs on the floor when needed and volunteer for overflow work assignments when time permits; must be able to collaborate and work in a shared workspace and be accessible to both lawyers and other LAAs.
- Work closely to mentor, share knowledge, best practices and answer any Firm policy and procedural questions for assigned LAA incumbents. Provide guidance when necessary and lead by example.
- Schedule client meetings, reserve conference rooms, coordinates audio visual equipment and food needs via CovReservations. Registers Firm guests with Security/Client Services.
- Coordinate all aspects of lawyers' travel arrangements (domestic and international) and prepare travel itineraries; monitor and process travel reimbursements in a timely manner; maintain Outlook calendar and monitor crucial due dates for lawyers as required.
- Organize, coordinate and communicate pertinent information with other team members.
- Monitor lawyers' incoming emails as directed and when required. Answer phones and direct callers as required. Receive, register and assist visitors as required.

Qualifications (Continued):

- Equipment: computer, duplicating machines, scanners.
- Systems: iManage Work 10, Microsoft 365 (Outlook, Word, Excel, PowerPoint), Intapp Time, Intapp OPEN, Chrome River.

Duties and Responsibilities (Continued):

- Type, revise and proofread general correspondence, memos, legal documents, reports in Excel, etc. from various sources (e.g., handwritten notes, tape dictation).
- Prepare draft communication outlined by lawyer as required. Ensure accuracy and clarity of all work product in a timely manner.
- Utilize iManage document management system effectively as a central repository for all matter related documents.
- Establish and maintain records of documentation in a searchable electronic format (hard copies only when necessary). File hard copy data and documents as necessary in a timely manner. Retrieve information from storage as requested. Send paper files to storage on a periodic basis. Use Records Management System to process files for storage and retrieval. Update subscription books as required.
- Maintain lawyers' time in Intapp Time, proofread and submit finalized time to Accounting on a daily basis (unless client directs otherwise). Maintain knowledge of client requirements for billing and prepare client billing as required. Prepare New Business Matter and update list of client/matter codes. Maintain and follow through on all client billing matters.
- Maintains appropriate sense of urgency and completes all work assignments within agreed upon deadlines.
- Create and maintain up-to-date lawyer preference information supported by the assigned team reflecting specific instructions and expectations of the lawyers.
- Notify LAA Administration WA and Floor Coordinator upon arrival every morning, via e-mail, and provide any pertinent information as required. Notify LAA Administration WA and Floor Coordinator about availability to assist with overflow work.

Duties and Responsibilities (Continued):

- Coordinate any planned time out of the office (PTO) with Team members prior to submitting request to LAA Supervisor, via Workday, for approval.
- Submit timesheets for approval in a timely manner. All overtime must be pre-approved by Legal Administrative Assistants Services Manager and/or Legal Administrative Assistants Supervisor.
- Mandatory participation in the Legal Administrative Assistants Certification Program.
- Timely and regular attendance.
- Perform other duties as necessary and as assigned by your supervisor for efficient functioning of the Department.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Non-Exempt

Reports To: Legal Administrative Assistants Supervisor

Workplace Type: Hybrid

Salary range is \$74,000 - \$106,000.

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