

Legal Administrative Assistant

Legal Administrative Assistants Department

Email resume [here](#) to apply

Qualifications:

- High school diploma is required.
- Bachelor's degree is preferred.
- Prior litigation experience required.
- Two years of prior legal experience.
- Excellent written and verbal communication skills.
- Excellent interpersonal and organizational skills.
- High attention to detail, ability to multi-task in a high paced environment, and manage deadlines.
- Ability to prioritize and coordinate work.
- Ability to maintain confidential information.
- Ability to manage workflow and delegate projects as necessary.
- 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. Adapt to using new equipment such as a computer, duplicating machines, and scanners.

Duties and Responsibilities:

- Provides high-level secretarial and administrative support in a team environment to a group of lawyers as required.
- Coordinates and maintains effective office procedures and efficient work flow; complies with policies and procedures set by Firm; establishes and maintains harmonious working relationships with supervisors, co-workers, clients, etc.
- Handles scheduling and travel arrangements. Schedules court appearances, depositions, arbitrations, mediations, client meetings and conference calls; arranges business itineraries and coordinates lawyers' travel arrangements; processes travel reimbursements; maintains calendar and due dates for lawyers as required.
- Organizes and coordinates flow of information. Sorts, reads and annotates incoming mail and documents as required. Attaches appropriate file to facilitate necessary action; determines routing, signatures required, and maintains follow-ups. Answers phones and directs callers to appropriate persons as circumstances warrant. Receives and assists visitors.
- Types and composes general correspondence, memos, legal documents, faxes, reports, etc. from various sources. Prepares communications outlines by lawyer in oral or written directions. Responsible for accuracy and clarity of final copy. Correlates and edits materials submitted by others. Organizes material that may be presented to lawyers in draft format. Ensures that all correspondence or other documentation is dispatched in a timely manner (via mail, messenger, express delivery services, etc.)

Qualifications (continued):

- Ability to navigate iManage, MS Office, InTapp and InTapp Time, 3E, and Chrome River

Duties and Responsibilities (continued):

- Prepares draft pleading such as briefs, complaints, motions, subpoenas, summonses, using firm templates and information from attorneys. Prepares motion binders and special working binders. Coordinates multi-document filings in both state and federal courts, including E-filings.
- Establishes and maintains filing and records, in both hard copy and electronic formats. Files information in a timely manner. Retrieves information from files as requested. Sends files to storage on a periodic basis. Updates subscription books as required.
- Enters lawyers' time on a daily basis and sends to accounting by month-end deadlines. Prepares client billing as required.
- Researches and abstracts information and support data in preparation for meetings, work projects, and reports.
- Creates and maintains up-to-date desk manual on specific instructions and responsibilities for the secretarial team.
- Takes action authorized by Lawyer and Director of Administration using initiative and good judgement in handling matters.
- Notifies Director of Administration about availability to assist with overflow work.
- Timely and regular attendance.
- Performs other duties as assigned.
- 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: Director of Administration
Salary: \$75,000-\$105,500
Workplace Type: Hybrid

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.