

# Legal Administrative Assistant

## Secretarial Department

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### Qualifications:

- High School diploma is required.
- College degree preferred.
- Prior secretarial work experience; minimum 3 years.
- Work arrangement: Hybrid role with 4 days in office required (Monday – Thursday), and 1 day remote (Friday).
- 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.

### Duties and Responsibilities:

- Provide detailed and high-level secretarial and administrative support in a Team of 2 or 3 Legal Administrative Assistants.
- 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 Legal Administrative Assistants within the assigned team; provide coverage to other Legal Administrative Assistants in the office 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 Legal Administrative Assistants.
- Work closely to mentor, share knowledge, best practices, and answer any Firm policy and procedural questions for Legal Administrative Assistant incumbents. Provide guidance when necessary and lead by example.
- Schedule client meetings, reserve conference rooms, coordinate audio visual equipment, and food needs via CovReservations. Register Firm guests with the Reception Department. 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 Contacts 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):**

- Ability to constantly learn new skills as they become necessary.
- Equipment: computer, duplicating machines, scanners.
- Systems: iManage, MS Office, InTapp, Chrome River.
- Flexible for overtime.

### **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 formats (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, proofread and submit finalized time to Accounting on a daily basis. 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.
- Maintain appropriate sense of urgency and complete all work assignments within agreed upon deadlines.
- Create and maintain up-to-date lawyer Desk Procedures information reflecting preferences, specific instructions, and expectations of the lawyers.
- Notify Floor Coordinators or HR Director about availability to assist with overflow work.
- Coordinate any planned time out of the office (PTO) with Legal Administrative Assistant(s) in your assigned Team prior to submitting request to Floor Coordinators for approval.
- Enter time in Workday for HR Director approval in a timely manner. All overtime must be pre-approved by requesting lawyer.

## Duties and Responsibilities (continued):

- Mandatory participation in the Secretarial Certification Program.
- Timely and regular attendance.
- Perform other duties as necessary and as assigned by your supervisor for efficient functioning of the office.

Salary Range is \$77,500 - \$108,000

**Status:** Non-Exempt

**Reports To:** Director of Human Resources –  
New York and Boston

**Workplace Type:** In the office Monday through  
Thursday; Remote on Fridays.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

<https://www.cov.com/en/careers/staff/benefits>