

# Legal Administrative Assistant

## Legal Administrative Assistant Department

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#### **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.

**Status:** Non-Exempt

**Reports To:** Legal Administrative Assistants Supervisor

**Workplace Type:** Hybrid

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