

Legal Secretary

Secretarial Team

Summary: To promote and provide a first class secretarial and administrative service as part of the Covington & Burling LLP secretarial team.

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Qualifications:

- Legal secretarial experience.
- Highly client focused and able to assist with business development activities.
- Ability to organize and prioritize workloads and lawyer issues effectively in order to meet deadlines.
- Ability to proactively support the needs of the fee earners.
- Excellent technical ability using the Firm's computer system and software applications to trouble-shoot. Typing speed of 70 WPM.
- Experience of iManage, Worksite, 3E, Deltaview, MS Word, Excel, PowerPoint, and Outlook.
- Experience of email management, billing, and expense coordination.
- Excellent team player, will demonstrate co-operation when helping others and a flexible approach.
- Demonstrates awareness of providing a quality service and perform an accurate self review of work undertaken.
- Maintain good attendance and punctuality record.
- Flexibility to work additional hours as required.

Duties and Responsibilities:

- Coordinates and maintains effective office procedures and efficient work flow; complies with policies and procedures set by employer; establishes and maintains harmonious working relationships with supervisors, co-workers and clients etc.
- Works as an effective member of the designated secretarial team; provides cover during absence, picks up telephone calls for the group etc and volunteers for overflow work assignments when time permits.
- Assumes responsibility for maintaining the highest level of confidentiality of all client and Firm information, records, and files, both within and outside of the Firm.
- Day to day diary management for lawyers; schedules meetings, arranges business itineraries, and coordinates travel arrangements.
- Communicates effectively with clients, making and taking calls as necessary.
- Types (audio and copy) and composes general correspondence, documents, memos, faxes, reports, PowerPoint presentations etc. from various sources (e.g., handwritten, notes, and tape dictation.) Responsible for accuracy and clarity of final copy and ensures all work is returned in a timely manner.
- Organizes, as requested, documentations for court in a timely manner.
- Utilises the Firm's computer systems and software applications effectively as well as establishing and maintaining filing and records both in hard copy and in electronic format.
- Enters the relevant lawyer's time on a daily basis into 3E and ensures all time entries are finalised with Accounting Department by month-end deadlines.
- Manages the billing process for relevant lawyers to include liaising with billing coordinators as required.
- Arranges with Accounts Department for petty cash advances and reimbursement requests for out of

Duties and Responsibilities (continued):

pocket expenses. Also requests the payment of invoices or cheques to be drawn to appropriate client/matter numbers. Using the Firm's online system Chrome River for expenses and invoices.

- Maintains records in Salesforce, inputting daily details of partner and counsel meetings with clients, as well as contacts or referrer firms.
- Maintains an up-to-date version of secretarial handover notes for each designated lawyer.
- Undertakes any other ad hoc secretarial or administrative duties as requested.
- Performs other duties as assigned.

Note: As with all positions, the legal secretary will be required to perform other duties as deemed necessary by the Firm, therefore this job description is not exhaustive.

Reports To: Secretarial Supervisor and lawyers

Status: Non-Exempt

Workplace Type: Hybrid with core days in-office

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