

## Job Posting

Position: Legal Secretary

Classification: 4

Weinberg, Roger & Rosenfeld is seeking an experienced and knowledgeable legal secretary who is highly organized, detail-oriented, self-motivated, professional, reliable and able to efficiently multi-task a very busy desk. Prioritizing is a must.

Minimum Requirements:

- 5 – 7 years legal secretary experience.
- Excellent word processing skills, including ability to generate TOC and TOA.
- High level of expertise with Word, Excel, Legal Solutions, Outlook.
- Familiarity with state and federal court rules.
- Experience with e-filing in both state and federal courts.
- Proven experience in supporting at least 3 attorneys efficiently.

Job Duties:

Essential functions are primarily job duties that the employee must be able to perform unassisted or with some reasonable accommodation made by the employer.

Responsible for all aspects of processing secretarial work generated in connection with services provided for our clients, including, but not limited to:

- Utilizes a computer and/or typewriter to type correspondence, memoranda, reports and other documents.
- Prepare and process pleadings from both written and dictated sources and timely file, paper and/or electronic pleadings with the appropriate court or administrative agency, in accordance with each court or agency's rules.
- Operates standard office equipment, including computer, copier, typewriter, digital transcription, transcription machine, facsimile, telephone and velobinding equipment.
- Must be proficient in Microsoft Office and navigating various court and other websites.
- Interact responsibly and competently with clients, co-counsel and others to secure information and transmit inquiries to legal counsel, by e-mail, regular mail or telephone.
- May be requested to screen calls and record messages.
- Route outgoing mail to specific delivery service for timely delivery.
- Utilizes master calendar and docket systems to obtain information. Establish and maintain deadline reminder systems in order to prioritize individual workloads and utilize master calendar and docket systems to obtain information on deadline reminders.
- Prepare 'Blue Sheet' for new file opening with information provided by attorney.
- Maintain client files in accordance with established procedures or upon instruction by attorney's preference, including indexing and filing documents appropriately.

- May be required to make calls to court, clients, co-counsel, opposing counsel and arbitrators setting calendar/arbitrations as needed. All legal secretaries asked to schedule or calendar arbitrations will be provided training on the procedure. If Management wants a specific secretary to schedule and/or calendar arbitration, clear instructions of the assignment will be provided.
- May be required to provide ‘incidental’ training for the same or other classifications, consistent with the collective bargaining agreement.
- Make complex travel arrangements.

#### Knowledge Skills and Abilities Required:

- Ability to read and write in order to perform routine office correspondence, including independently writing correspondence at attorney’s direction.
- Ability to proofread and perform standard editing (e.g., punctuation, grammar, spelling).
- Ability to perform arithmetic calculations when verifying calculations on forms and documents.
- Approximately three years litigation secretary experience to perform the administrative duties in a professional services setting.
- Knowledge and ability to research state and federal court rules.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Complete knowledge of e-mail and correspondence protocols in order to compose letters and e-mails to clients, counsel, courts and others.
- Interpersonal skills necessary in order to communicate and follow instructions provided either in person, by e-mail, regular mail, or telephone effectively from a diverse group of attorneys and staff and provide information with ordinary courtesy and tact.
- Work requires a high level of mental effort and strain when performing a high volume of clerical tasks and performing other essential duties.
- Ability to efficiently operate standard office equipment including computer, copier, typewriter, transcription machine, facsimile, telephone systems, digital transcription and scanners for portable digital files (pdf).
- Ability to learn and effectively use specialized software necessary for the execution and completion of essential functions with appropriate training.
- Ability to push and pull packages, books weighing up to 20 pounds and ability to retrieve and replace objects from shelves up to 8 ft. high.
- Perform administrative and other duties consistent with the position as requested. Regular and predictable attendance is an essential function of the job.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.