

## **JOB DESCRIPTION**

**JOB TITLE:** Legal Secretary (Litigation)

**FLSA STATUS:** Full Time, Non-Exempt

**REPORTS TO:** Assigned Attorneys

**SUMMARY:** Performs a variety of advanced highly skilled secretarial duties including preparing legal documents, correspondence. Maintains close contact with attorneys, paralegals and clients; observes confidentiality of all legal documents and firm matters.

A litigation secretary is responsible for filing variety of complex legal documents and trial preparations and needs to have substantive knowledge of court procedures and protocols such as monitoring court appearance dates, pleadings, and filing requirements.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Draft correspondence with regard to clients and various regulatory agencies as well as setting up shell pleadings with minimum supervision and instruction.
- Perform broad range of clerical duties which require knowledge of procedures and specialized terminology.
- Maintain attorney calendar and travel arrangements
- Use discretion and good judgment when contacting clients.
- Process incoming mail, enter attorney time on system, and prepare expense reports.
- Organize and coordinate meetings and conferences.
- Makes recommendations for new procedures.
- Act as a team facilitator and team lead.
- Provide administrative and overflow support.

### **ESSENTIAL COMPETENCIES AND SKILLS:**

- Ability to work flexibly and proactively with minimal supervision.
- Require independent action and a high degree of initiative to resolve issues.
- Detail oriented, professional attitude, reliable, well organized.
- Superior communication skills.
- Ability to meet deadlines and follow through on assigned tasks.
- Good discretion and judgment and observance of confidential nature of all legal documents.
- Integrate with and support the entire litigation team.
- Proficient in Microsoft Office Suite, efilings, and federal/state court procedures.
- Ability to type 60 wpm and be able to transcribe dictations and telephone messages.
- Proofread documents to ensure quality and accuracy.
- Photocopy, and mail/messenger/Fed-Ex Documents.
- Strong problem solving and multitasking skills to ensure documents are timely filed.
- Self-Starter with common sense and good initiative with exceptional secretarial and organizational skills.
- Willingness to assist and cooperate with others.

- Proficient knowledge of English language, grammar and spelling.
- Flexible with assignments and changing priorities and willingness to work overtime as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Expert level knowledge in court protocols and filing requirements.
- Minimum of seven years of litigation experience in a law firm.
- High School diploma or equivalent required.

SUPERVISORY RESPONSIBILITY: None

SALARY RANGE: The anticipated hourly salary wage range the Firm reasonably expects to pay candidates for the position of \$60.44 (\$110,000 annually) to \$64.29 (\$117,000 annually). The final annual salary wage offered to a successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, and other factors.

WORKING CONDITIONS: Normal office environment with little exposure to excessive noise, dust, temperature and the like.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Evening and weekend work may be required as job duties demand. Employee must work a minimum of three days in the office. This is a non-exempt position under the Fair Labor Standards Act.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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