

Job Description – Legal Executive Assistant**Summary of Responsibilities**

Under general supervision and according to established policies and procedures, performs a variety of support duties for attorneys and paralegals to whom assigned. Maintains positive contact with clients, attorneys and staff and observes confidentiality of client matters.

This position reports to the Director of Firm Operations.

Key Responsibilities

- Types correspondence, memoranda and other legal documents; transcribes dictation; drafts standard correspondence, memoranda and other documents;
- Performs word processing, filing and photocopying and operates standard office equipment including photocopiers, scanners, personal computer and dictation transcription equipment;
- Proofreads all work completed before returning to assignor;
- Reads, sorts, verifies, routes, dates, scans and files all incoming mail or correspondence and ensures that outgoing mail and parcels are timely delivered;
- Screens telephone calls and records messages;
- Maintains attorney calendar by planning and scheduling appointments, meetings, conferences and conference rooms, teleconferences, dispositions, court appearance dates and travel
- Ensures that all critical dates are entered into the critical date system timely and accurately including, without limitation, court appearance dates, filing deadlines, statutes of limitation
- Opens new files, requests conflict of interest checks with client database records, and maintains all client and general files; closes files when engagement is complete;
- Maintains client confidence by keeping client/attorney information confidential;
- Utilizes electronic file system;
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accepts ownership for accomplishing new and different requests; explores opportunities to add value to job accomplishments;

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- Receives clients and visitors; maintains good public relations with clients;
- Understands the workflow within applicable practice areas in order to assist attorneys and paralegals with the progression and completion of individual matters.

Skills and Qualifications:

- Two or more years on the job experience in a law office setting and knowledge and understanding of legal procedures and formats
- Knowledge of computer software including Microsoft Office
- Ability proofread and perform minor editing (e.g., punctuation, grammar, spelling) of routine law office correspondence and legal case matters.
- Ability to transcribe legal documents, correspondence and reports from rough draft, dictation or transcription at a level of 60 wpm.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Ability to retrieve and distribute files, written documents or office supplies weighing up to 12 pounds, and ability to retrieve and replace objects from shelves of up to 8 feet high.
- Interpersonal skills necessary in order to communicate and follow instructions effectively from a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact; ability to establish effective working relationships throughout operational groups.
- Work occasionally requires a high level of mental effort and strain while producing a high volume of information performing other essential duties.

Physical Work Conditions and Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

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- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Professional Certifications and Credentials

- Required to be Public Notary though the State of Nebraska

Signatures

Approved: July 2019

Managing Partner: Brian Kruse

Director of Firm Operations: Jay Snyder

Employee signature below constitutes employee's understanding of the requirements essential functions and duties of the position.

Employee _____ Date _____

Revised Date: July 2019