



LITIGATION LEGAL SECRETARY

Our prominent full-service law firm is seeking an experienced Litigation Legal Secretary. If you have previous legal experience and interested in working in a diverse and pleasant environment, our well-respected firm with professional staff offers a great opportunity.

Responsibilities include:

- Preparing legal documents and correspondence
- Calendaring appointments and deadlines
- Transcription
- Electronic court filings
- Scheduling meetings
- Copying and scanning
- Enter attorney timesheets and mailing of monthly bills
- Maintaining filing
- Communicating with clients, courts and attorneys
- Prepare documents for meetings and set up conference rooms for meetings

Successful candidate have the following qualities:

- Technology savvy – experience with document management programs is required
- Proficient in all Microsoft office products
- Excellent verbal and written communication skills, including spelling, grammar and proofreading
- Excellent time management and ability to prioritize
- Able to hand multiple priorities

We offer an excellent benefits package. Interested candidates, please email your resume in strict confidence.