

POSITION SUMMARY FOR LEGAL ADMINISTRATIVE ASSISTANT

Wage Proposal: Non-exempt; \$29.50 per hour

Regular tasks (not an exhaustive list):

- Answer the main firm phone line, screen calls as requested by individual attorney, take messages and transfer calls as necessary
- Work with our IT consultant to update phone and email systems for you and others
- Answer, greet and seat clients. Let clients know where restrooms are if needed. Politely and firmly refuse entrance to solicitors or other unwanted persons.
- Typing, copying, faxing, scanning and computer work upon attorney request
- Scanning and shredding files upon attorney request
- Develop/maintain proficiency with ProLaw and other firm software, including “dropping” and organizing scanned client materials in ProLaw
- Assist with monthly generation and preparation of client bills for mailing (as well as emailing when necessary)
- Filing, including but not limited to administrative filing and managing vault materials
- Assist with recording documents with county auditor offices and filings pleadings with local county Superior Courts
- Understanding and assisting each attorney’s filing system and expectations for regular filing/scanning/shredding assistance
- Open new client and create new matter files, both physically (if a physical file is needed) and in ProLaw
- Perform conflicts checks
- Input new and amend existing contact, client and matter information into ProLaw
- Run and circulate weekly new client/matter listing
- Close files, both physically and in ProLaw
- Manage firm recycling and shredding program
- Arrange and complete FedEx and other third party shipments
- Correspond with, and manage and arrange office needs with vendors (Property Management, IT consultants, and other contractors)
- Prepare mailing labels and other mail items upon request
- Regular cleaning of break room and lobby surfaces
- Ensure appearance of the office is professional and presentable to clients (*e.g.*, pick up items that should not be on the floor like paper clips, paper scraps, keep front area tidy, etc.)
- Meeting/conference room setup and cleanup (*e.g.*, drink setup and cleanup, returning chairs to appropriate positions), including periodic cleaning of conference room whiteboard
- Discard outdated lobby newspapers and magazines
- Make daily morning coffee and monitor coffee supply throughout the day based on potential meeting needs
- Distribute the incoming mail
- Take the outgoing mail to post office at end of day (Rankos box)
- Monitor and update postage meter

- Order, organize and stock office supplies and refrigerated items
- Unload dishwasher (NOT load – that is each person’s responsibility –, unless it involves dishes from a client meeting or unless dishes have piled up during a washing cycle)
- Maintain firm library/periodical updates
- Assist bookkeeper with deposit and payables
- **Preserve confidentiality of client and firm information. This confidentiality request in no way requires confidentiality or restricts disclosure of facts or allegations related to good faith claims of sexual harassment or abuse, or other unlawful workplace conduct, by or related to the firm or its workplace. The foregoing sentence shall be read and interpreted to comply with House Bill 1795 (and any future codification of the same).**
- Learn and understand various attorney’s practices and clients, so you can readily converse with clients, vendors and other third parties
- Comply with firm policies at all times you are physically working at the firm’s offices and/or working remotely
- Work collaboratively and cooperatively with the firm’s attorneys and staff
- Perform additional tasks as may be assigned from time to time by the firm’s attorneys
- An essential function of this position is being physically on site at the firm’s location for the bulk of the work