Hodges Loizzi
Eisenhammer Rodick & Kohn LLP

JOB TITLE: Legal Secretary/Administrative Assistant

CLASSIFICATION: Nonexempt

REPORTS TO: Assigned Attorneys, Human Resources Administrator

LOCATION: Arlington Heights, IL

SUMMARY OF RESPONSIBILITIES:
The legal secretary is responsible for performing administrative duties to assist attorneys including: preparing and editing legal correspondence and documents; scheduling appointments and maintaining attorneys' calendars; making necessary travel or dining reservations; maintaining and organizing client files; entering and reviewing attorney time for billing; and communicating with clients, opposing counsel, courts and agencies on behalf of attorneys.

KNOWLEDGE, SKILLS AND ABILITIES:
- Ability to prepare legal correspondence, legal presentations, and documents using MS Word, Excel, and PowerPoint
- Ability to use MS Outlook for email and calendaring
- Ability to transcribe dictation
- Flexibility and organization skills to coordinate and tend to the workload of up to five attorneys on a daily basis
- Ability to plan and prioritize work and multitask effectively
- Ability to organize and maintain files and records
- Extensive knowledge of grammar, punctuation, sentence structure, and spelling
- Excellent proofreading skills
- Knowledge of the use of legal reference and research materials
- Familiarity with legal practices, terminology, court rules, and filing procedures including knowledge of ECF filing system
- Proficient to advanced knowledge of all skills listed in Minimum Standards and Requirements for a Legal Secretary document

JOB DUTIES AND ACTIVITIES:
- Prepare and process correspondence and legal documents such as complaints, answers, responses, subpoenas and various types of agreements
- Prepare electronic presentation materials as well as paper handouts
- Prepare hearing binders and other bound materials
- Mail, fax, or arrange for delivery of legal correspondence to clients, opposing counsel, court officials, etc.
- Receive, transfer, and place telephone calls and conference calls
- Make photocopies of correspondence, documents and other printed materials
- Scan documents for email or placement in electronic client files
- Assist attorneys in organization of their files

- Draft and type office memos
- Make necessary travel and dining reservations for attorneys
- Submit weekly expense reimbursement requests for attorneys
- Maintain attorney CLE records
- Coordinate with Clerk to prepare and clean up conference room for attorney/client meetings
- Reception phone relief during lunch hour on a rotating basis with all legal secretaries
- Report building or maintenance issues to Administration team
- May be asked to deliver items to courthouses, clients or post office in an emergency

EDUCATION/EXPERIENCE

- 3-5 years of previous legal secretary work experience
- Minimum education of High School Diploma
- Highly proficient in Adobe Acrobat and MS Office 2010, including Outlook, Word, Excel, Publisher, and PowerPoint
- Familiarity with Juris, WestLaw, and I-Manage preferred