

Lynch Dallas, P.C.

Position Title: Litigation Legal Secretary

Classification: Non-Exempt, Full-Time

Reports to: Supervising Attorney

Job Summary:

Under the direct supervision of the supervising attorney this position provides administrative and secretarial support for assigned attorney(s). In addition to complex clerical duties, will perform other duties, as assigned, such as coordination of meetings and conferences and working on special projects. Assembles highly confidential and sensitive information. Independent judgment is required to plan, prioritize and organize diversified workloads.

Essentials Functions, Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Careful management of all channels of communication: including correspondence, telephone, facsimile, and email.
2. Types and designs various kinds of documents per assigned attorney(s) including, but not limited to, general correspondences, memos, briefs, pleadings, agreements, charts, tables, graphs and visual presentations and other such documents specific to the attorney's area of practice.
3. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
4. Reviews, sorts and distributes mail.
5. Filing, copying and scanning of documents.
6. Open new file matters including conflict of interest checks.
7. Handling of telephone calls to and from clients and others per assigned attorney (s). Takes messages or fields/answers re: routine and non-routine questions.
8. Utilization of SUBROtools.
9. Scheduling of depositions.
10. Monitor and update schedules, meetings, travel and conferences of assigned attorney (s) per their request.
11. Backup for other secretarial staff when they are out of the office or have work overload.
12. Backup for front desk when staff member is out of the office or on a scheduled shift break. Provide exceptional customer service in welcoming and greeting guests and clients, answering the telephone, relaying messages and assisting visitors and callers.
13. Represent Lynch Dallas, P.C. and perform duties in a professional, responsible and trustworthy manner.
14. Communicate effectively both verbally and written.

Other

1. Regular and punctual attendance.
2. Other functions, duties and projects as assigned.

Key Attributes and Skills:

1. Working knowledge and proficient use of personal computer, Microsoft Outlook and the Microsoft Office Suite of programs (Word, Excel and PowerPoint).
2. Familiarity with basic office procedures and equipment including, but not limited to: copiers, fax machine, printers, postage machine and transcription equipment.
3. Excellent command of English grammar and composition.
4. Familiarity with TABS3 software program.
5. This is a sedentary role; however, some filing is required. This would require the ability to lift files, retrieve files from cabinets and basement storage, open filing cabinets and bend or stand as necessary.
6. Time management and strong organizational and communication skills required.
7. Ability to understand and follow specific and detailed instructions.

Required Education and Experience:

1. High School diploma or equivalent required.
2. Minimum of one to two years of clerical work experience.

Preferred Experience:

1. Exposure to or familiarity with TABS3 software program.

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

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.

Position Type/Expected Hours of Work:

This is a full-time position working 40 hours/week. Regular days and hours of work are negotiable between the hours of 7:30 am to 5:00 pm on Monday - Friday, plus occasional overtime as job duties demand and authorized by supervising attorney.

Disclaimer:

The above job description is designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. All employees may be required to perform duties

outside of their normal responsibilities from time to time, as needed. Employment at Lynch Dallas, P.C. is at will and may be terminated by either party at any time for any lawful reason with or without cause or notice.

Lynch Dallas, P.C. is an Equal Opportunity Employer