



### **Competencies:**

- Technical proficiency in Microsoft Outlook, Word and Excel. Experience with TABS3 legal accounting software, Kofax Power PDF Advanced and iManage document management preferred.
- Technically proficient with litigation legal procedures, including electronic bates labeling and file sharing and collaboration tools. Experience with wills, estates, trusts and estate administration a plus.
- Familiarity with e-discovery and high-volume document handling.
- Ability to work with complex, heavily coded documents and produce properly formatted documents from transcription.
- Highly organized and detail oriented with an ability to prioritize and multi-task.
- Keyboarding skills of 70 wpm or higher required.
- Must exhibit a high degree of initiative in managing multiple priorities simultaneously in a fast-paced, deadline-driven, detail-oriented work environment utilizing excellent judgment, administrative abilities, and decision-making skills.
- Excellent interpersonal skills necessary to communicate in person, by e-mail and telephone and to follow instruction effectively from a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact.
- Knowledge of legal principles and practices.
- Ability to proofread typed material for contextual, grammatical, typographical or spelling errors.
- Ability to operate standard office equipment such as computer, photocopiers, fax machines, and typewriter.
- Maintain acceptable attendance record in accordance with firm policy.

### **Required Education and Experience:**

High school diploma with minimum of 2 - 4 years related administrative experience within a law firm preferred.

### **Physical Demands:**

This is a largely sedentary role; however, some photocopying and filing is required. This would require the ability to lift files, open filing cabinets and bend.

### **Position Type and Expected Hours of Work:**

This is a full-time position. Typical days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m., although periodic work beyond this timeframe may be necessary.

### **Working Conditions:**

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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