

BOUTIN JONES, INC.

Job Description: Litigation Secretary

This position requires a high school diploma with five + years of experience, three of which will have come as a litigation secretary or paralegal in a law office or law-related office. Must have computer skills to meet standards of accuracy and speed set by this office. Spelling, grammar and punctuation must be exceptional. Basic ability in math and report keeping needed. Completion of at least 2 years of college or vocational school is helpful, but not required.

The candidate will have a team spirit attitude, be able to meet and communicate with people pleasantly and represent the law office in an efficient, professional manner. Must be a team player with the willingness to help with coverage.

Necessary Knowledge, Skills and Abilities:

- Proficient knowledge of State and Federal Rules of Court and California Code of Civil Procedure.
- Proficient knowledge of Court E-filing requirements.
- Familiar with Court, Secretary of State and County Recorder filing procedures and requirements.
- Familiar with law library.
- Proficient in Microsoft Office Suite: Word, Outlook, Excel, PowerPoint.
- Experience working with document management systems (comparable to OpenText eDocs, formerly known as Hummingbird DM).
- Document comparison software (comparable to Delta View/Workshare®).
- Document formatting software (comparable to Litera Innova or Legal MacPac).
- Time Entry software.
- Electronic Calendaring and Docketing (comparable to Compulaw).
- Adobe/PDF.
- Scanning/OCR software.

Responsibilities

- Performs secretarial and clerical duties.
- Creates and maintains files, keeps records and prepares reports as requested.
- Trial preparation.
- Create and format pleading table of authorities and table of contents.
- Processes mail daily.
- Handles phone calls for attorneys.
- Responds to and generates email messages.
- Transcribes from dictation.
- Drafts routine correspondence and documents on own initiative for approval by attorneys.
- Schedules appointments, depositions and other events.
- Receives clients arriving for appointments (including beverages).

- Maintains electronic calendar for attorneys and self, including hearings, courts appearances, depositions, deadlines and other commitments.
- Enters attorneys' time electronically.
- Makes travel arrangements, hotel reservations and continuing education registrations for attorneys.
- Performs conflicts checks.
- Perfects documents for court filing; files and effects notice as required.
- Opens New Client/Matters in accordance with firm procedure.
- Performs other duties as required

Equipment Used

- Computer running Microsoft Windows Operating System
- Transcription
- Photocopier
- Printer
- Fax
- Scanner
- Postage meter and mail scale