

BOUTIN JONES, INC.

Job Description: Legal Secretary – Corporate/Transactional

Applicant must be a high school graduate with five+ years of experience, three of which will have come as a transactional 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:

- Windows 10 Pro
- Microsoft Office Suite: Word, Outlook, Excel, PowerPoint.
- Document Management System (comparable to OpenText DM).
- Document comparison software (CompareDocs, Workshare).
- Document formatting software (Litera Innova).
- Time Entry software.
- Electronic Calendaring and Docketing.
- Foxit / PDF Pro.
- Scanning/OCR software.

Responsibilities

- Performs secretarial and clerical duties.
- Processes mail daily.
- Handles phone calls for attorneys and paralegals.
- Responds to and generates email messages.
- Transcription from dictation and voicemail.
- Drafts routine correspondence and documents on own initiative for approval by attorneys.
- Schedules appointments and other events.
- Receives clients arriving for appointments (including beverages).
- Maintains electronic calendar for attorneys and self.
- Enters attorneys' time electronically.
- Makes travel arrangements, hotel reservations and continuing education registrations for attorneys.
- Familiarity with law libraries.
- Familiarity with Courts, Secretary of State and County Recorder filing procedures and requirements.
- Familiarity with Internet usage.
- Performs conflicts checks for potential new clients and existing clients.
- Perfects documents for filing with various administrative agencies; files such documents and follow through as necessary.
- Prepares and edits complex Word and Excel documents, including preparation of indices and tables of contents.
- Opens New Client / Matters in accordance with firm procedure.
- Creates and maintains files, keeps records and prepares reports as requested.
- Performs other duties as required

Equipment Used

- Computer running Microsoft Windows Operating System
- ShoreTel Phone System
- Transcription Software
- Printer; Multifunction device: copier/scanner/printer
- Desktop Faxing
- Postage meter and mail scale

This is a full-time position with competitive pay and benefits. Highly organized, detail-oriented and dependable candidates should send their resume to Recruiting@BoutinJones.com.