

BOUTIN JONES, INC.

Job Description: Legal Secretary – Real Estate/Transactional

This position requires a high school diploma 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. Completion of at least 2 years of college or vocational school is helpful. 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. 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. Applicant must present himself/herself in a professional manner and dress accordingly.

Responsibilities

Performs secretarial and clerical/administrative duties for attorneys and paralegals:

- Processes mail daily.
- Handles phone calls for attorneys and paralegals.
- Schedules appointments and other events.
- Makes travel arrangements, hotel reservations and continuing education registrations for attorneys.
- Receives clients arriving for appointments (including beverages).
- Maintains electronic calendar for attorneys and self.
- Enter attorneys' time electronically.
- Performs conflicts checks.
- Opens New Client/Matters in accordance with firm procedure.
- Creates and maintains files, keeps records and prepares reports as requested.
- Responds to and generates email messages.
- Drafts routine correspondence and documents on own initiative for approval by attorneys.
- Revisions and clean up to documents prepared by attorneys and paralegals.
- Perfects documents for filing with various administrative agencies; files such documents and follow through as necessary.
- Performs other duties as required

Equipment Used

- Computer running Microsoft Windows Operating System
- ShoreTel Phone System
- Transcription
- Photocopier
- Printer
- Fax
- Scanner
- 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.