

DOWNEY BRAND, LLP

JOB POSTING – Trust & Estate Legal Secretary

2/27/21

Downey Brand seeks an experienced (7+ years) Trust/Estates Legal Secretary to provide comprehensive administrative support to a very busy trust and estate practice. Candidates must have exceptional legal secretary skills required to interact with clients, attorneys, staff and outside vendors. The ability to multi-task in a fast paced environment with minimal supervision is required.

In addition, this position requires a demonstrated proficiency in Word, Excel, Document Management and Time Entry. Candidates must also have the ability to prepare and execute electronic and paper court filings. Exceptional organizational, file management and proofreading skills as a must. The ability to maintain client confidentiality and the ability to communicate in a professional manner is mandatory for this position.

Position requires excellent Microsoft Office Suite skills especially in Excel and Word. This position requires exceptional attention to detail and organizational skills, as well as strong written and verbal communication skills. A solid work ethic, impeccable attendance and punctuality, and the ability to work independently as well as part of a team are critical. A positive attitude, the ability to set priorities and work under pressure, and the ability to establish a good rapport with firm attorneys and clients are vital. Salary is commensurate with experience.

Qualified applicants must have a minimum three to five years of family law litigation experience. Please submit cover letter and resume in confidence to Cindy Snook, Director of Human Resources through the firm's web application. Submit your application for this position here: [Trusts & Estate Planning Secretary](#)

No phone calls please. Downey Brand, LLP is an Equal Opportunity/Affirmative Action Employer.