

Job Description – Legal Executive Assistant**Summary of Responsibilities**

Under general supervision and according to established policies and procedures, performs a variety of support duties for attorneys and paralegals to whom assigned in the areas of domestic relations and real estate. Maintains positive contact with clients, attorneys and staff and observes confidentiality of client matters.

This position reports to the Director of Firm Operations.

Key Responsibilities

- Types and drafts standard correspondence, memoranda, pleadings, contracts, and other legal documents;
- Performs word processing, filing and photocopying and operates standard office equipment including photocopiers, scanners, mail machines, etc.;
- Proofreads all work completed before returning to assignor;
- Reads, sorts, verifies, routes, dates, scans and files all incoming mail or correspondence and ensures that outgoing mail and parcels are timely delivered;
- Screens telephone calls and records messages;
- Maintains attorney calendar by planning and scheduling appointments, meetings, conferences and conference rooms, teleconferences, depositions, mediations, court appearance dates and travel;
- Ensures that all critical dates are entered into the critical date system timely and accurately including, without limitation, court appearance dates, filing deadlines, statutes of limitation;
- Opens new files, completes conflict of interest checks with client database records, and maintains all client and general files; closes files when engagement is complete;
- Maintains client confidence by keeping client/attorney information confidential;
- Utilizes electronic file system;
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations;
- Accepts ownership for accomplishing new and different requests; explores opportunities to add value to job accomplishments; and adheres to firm values;
- Receives clients and visitors; maintains good public relations with clients;
- Understands the workflow within applicable practice areas in order to assist attorneys and paralegals with the progression and completion of individual matters; and
- Any other duties or tasks assigned by attorneys, paralegals, or Director.

Required Knowledge, Abilities and Skills:

- Two or more years on the job experience in a law office setting and knowledge and understanding of legal procedures and formats;
- Experience in the areas of domestic relations and real estate is preferred.
- Ability to organize and prioritize numerous tasks and complete them under time constraints in a fast-paced high volume environment;
- Ability to concentrate and pay extremely close attention to detail;
- Must be reliable with predictable attendance;
- Proficient in Microsoft programs, such as Outlook, Word, Excel, PowerPoint, etc.;
- Ability to proofread and perform editing (e.g., punctuation, grammar, spelling) of routine law office correspondence and legal case matters;
- Ability to transcribe legal documents, correspondence and reports from rough draft, dictation or transcription at a level of 70 wpm;
- Ability to organize and prioritize numerous tasks and complete them under time constraints;
- Ability to retrieve and distribute files, written documents or office supplies weighing up to 12 pounds, and ability to retrieve and replace objects from shelves of up to 8 feet high;
- Interpersonal skills necessary in order to communicate and follow instructions effectively from a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact; ability to establish effective working relationships throughout operational groups; and
- Work occasionally requires a high level of mental effort and strain while producing a high volume of information performing other essential duties.

Physical Work Conditions and Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;
- While performing the duties of this job, the employee is regularly required to see, talk and hear;
- This position requires the ability to occasionally work overtime; and
- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Professional Certifications and Credentials

- Required to be Notary Public through the State of Nebraska.
- Bachelor's Degree in business administration or legal studies or related field strongly preferred.