

BUSINESS PLANNING & TAX LEGAL ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

SUMMARY:

Legal Administrative Assistant (LAA) reports directly to the attorneys he/she supports. An LAA works with one to three attorneys and/or paralegal(s). Specific duties and responsibilities may vary from section to section and from attorney to attorney. A Business and Tax LAA may draft corporate formation documents (ie Certificates of Formation and Incorporation, Mergers, 501(c) (3) documents, etc.), type and proofread legal documents, memoranda, correspondence, and forms. The LAA will be responsible for maintaining attorneys' filing and billing systems and communicate and coordinate scheduling with clients, prepare closing binders and important papers binders, and assist with the execution of documents.

Hours: 8:30 AM – 5:00 PM

LAA'S DAILY RESPONSIBILITIES may include but are not limited to:

- Develop computer proficiency with all applications required by the job
- Enter attorneys' time
- Process and generate bills
- Draft correspondence to clients and other agencies (IRS, Dept of Taxation in various states)
- Draft corporate formation documents (ie LLCs, Certificates of formation, 501(c) (3) documents, etc.)
- Request Employer Identification Number (EIN) from the IRS websites for clients
- Answer phones and return phone calls to clients
- Transcribe dictation
- Perform filing and binder creation for closing binders and indexes for files
- Calendar events for the attorneys
- Type and proofread legal documents, memoranda, correspondence, forms
- Open and close files, file documents with the court, client and administrative filing
- Open and stamp the mail
- Send faxes, make copies, send mail by Federal Express and Certified Mail
- Transfer calls and set up conference calls
- Research addresses, phone numbers and other relevant case information
- Set up a parcels pick up, set up conference rooms and order refreshments for meetings

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- Bring e-mails and documents into the system and send e-mails with more than one attachment
- Serve as a witness during client's execution of legal documents
- Process conflict of interest requests and file opening in a timely and accurate manner
- Maintain attorneys' filing system, time entry and keep reject files up-to-date
- Assist with overflow work when schedule/workload permits
- Any other duties as assigned

REQUIREMENTS:

- Excellent oral & written communication and computer skills
- Strong proofreading, typing & transcription skills
- Strong attention to detail and organizational skills
- Ability to multi-task and work with multiple overlapping deadlines
- College degree and previous administrative experience preferred
- Positive can-do attitude

We offer a beautiful facility; a very competitive salary commensurate with skill level and experience; and excellent benefit package, including immediate coverage under our medical, dental & vision plans, parking/commuting allowance, 401K plan and generous paid time off.

To apply for the position, please submit your resume and cover letter with your salary requirements to staff_jobs@ycst.com.