

Entry-Level Corporate Legal Administrative Assistant

Don't miss an excellent entry-level opportunity to work with experienced professionals in the area of Corporate Litigation and Counseling! Corporate Legal Administrative Assistant (LAA) reports to and supports four-five attorneys and offers assistance to the section's paralegals. 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: 9:00 AM – 5:30 PM, Monday-Friday, with one hour for lunch

Essential Functions of an LAA

- Accurately and thoroughly typing and proofreading legal documents, memoranda, correspondence and forms
- Maintaining Attorney filing system preferences and the firm's digital records process
- Handling telephone calls and messages in professional, prompt and proficient manner and exercising good judgment
- Developing knowledge of each job assignment, required procedures, legal terminology and court filing procedures within each section and attorney group
- Developing proficiency with office and section specific applications
- Developing knowledge of file opening and closing procedures including conflict searches
- Attending classes or seminars regularly to improve knowledge and skill level
- Using time constructively, planning and prioritizing workload and meeting deadlines
- Working and interacting effectively and professionally with attorneys/supervisors, clients, outside counsel and other staff members
- Interpreting and responding to situations, problems and procedures using sound judgment; keeping attorneys/supervisors informed of any issues or questions as needed
- Creating letters and documents with minimal supervision utilizing effective verbal and written communication skills
- Adjusting to changing conditions, workload, procedures and duties

DAILY RESPONSIBILITIES may include but are not limited to:

- Enter attorneys' time
- Format, edit briefs; input TOAs and TOCs
- Make hotel and flight reservations

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- Reserve conference rooms and make arrangements for the visitors, including ordering meals
- File attorneys' emails
- Make copies; put together binders
- Perform billing
- Create CDRs
- In charge of distribution of Key Decision books
- Create shells for documents

REQUIREMENTS:

- Excellent oral & written communication and computer skills; strong typing and proofreading skills
- College degree and previous administrative experience preferred
- Strong attention to detail and organizational skills
- Proven ability to work in a fast-paced environment, multi-task and work with multiple overlapping deadlines
- Team player attitude a must
- Self-starter and motivated

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.

Please visit our website www.youngconaway.com for more information. To apply for the position, please submit your resume and cover letter with your salary expectation to staff_jobs@ycst.com.