



## Position Description

**JOB TITLE:** Secretary and Paralegal Assistant

**DATE:** August 9, 2019

**DEPARTMENT:** Secretarial

**FLSA STATUS:** Non-Exempt

**OFFICE:** San Francisco

**JOB STATUS:** Regular, Full-time, 37.5 hours per week

**REPORTING RELATIONSHIP:** Position reports to the Manager of Secretarial and Word Processing Departments. Position receives assignments from the legal secretaries, paralegals, attorneys, and the Word Processing Department.

**BASIC FUNCTION:** Supports the delivery of quality daily administrative assistance to legal secretaries and paralegals in the areas of file maintenance and other various administrative support duties as requested. Assists the Word Processing Department with overflow work as needed. Works collaboratively and cooperatively with others in a team-oriented environment.

**ESSENTIAL FUNCTIONS** include the following. Regular and predictable attendance is an essential function of the job.

### **Secretarial and Word Processing Support:**

Using the firm's word processing and document management software, keys, formats, revises and prints correspondence, memoranda, spreadsheets, PowerPoint presentations and other documents.

Proofreads documents and checks for appropriate and consistent formatting, spelling and grammar.

Assembles, copies and organizes documents for mailing by U.S. Mail or Federal Express.

Obtains checks and coordinates billing with Accounting.

Prepares expense reimbursement forms.

Prepares and processes client/matter intake paperwork.

Prepares matter maintenance forms.

Enters attorney time.

Is proactive in anticipating business needs, plans ahead and meets deadlines.

### **File Maintenance:**

Sorts documents to be filed by matter and inserts into proper files in chronological order.

Orders new official files when necessary.

Creates case binders for attorneys and paralegals.

Marks documents for off-site filing with matter and box numbers.

Returns final work product and files to attorney or secretary in a timely fashion.

**Profiling and Creating Electronic Indices:**

Profiles documents into our DeskSite iManage Document Management software.  
Creates electronic indices of documents with hyperlinks.

**Cooperates with Team Efforts:**

Demonstrates effective teamwork and provides assistance to legal secretaries, word processors and other secretarial assistants as time permits.

Works cooperatively with other departments and individuals in the firm.

**Other Functions:**

Performs other administrative duties as assigned.

Occasional overtime work may be required.

**QUALIFICATIONS AND REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Education:** Some college preferred.

**Experience:** Law office experience or equivalent experience or education to demonstrate understanding of job requirements.

**Knowledge, Skills and Abilities:** Basic understanding of litigation terms, pleadings and other legal documents. Prior knowledge of Word, Excel, Outlook, DeskSite iManage Document Management software or the ability to learn to use the software proficiently. Effective communication skills, both written and verbal; demonstrated understanding of correct grammar, spelling and punctuation. Ability to follow both written and verbal directions precisely. Ability to sort and file using alpha, numeric and chronologizing skills. Type approximately 60 wpm with absolute accuracy. Excellent attention to detail. Ability to prioritize workload and meet deadlines. Ability to work at a fast pace while maintaining accuracy. Ability to work independently after initial guidance and instruction.

**Level:** Works under moderate supervision.

**Physical Demands:** The physical demands described here are representative of the requirements that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects; lift, carry, manipulate, pull, and push files and binders; extensively use a computer keyboard and mouse; extensively use a hole-punch; reach with hands and arms, overhead and below waist level; talk and listen. The employee is frequently required to sit, as well as to lift and carry objects such as binders, files, boxes and file bins weighing up to 25 pounds. The employee is frequently required to move about the office.

Specific vision abilities required by this position include close vision and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, including moderate noise level, an indoor temperate environment, exposure to accumulated dust, and light levels that are bright and conducive to minimal eye strain as is typical for an office environment.

**SCOPE OF JOB DESCRIPTION AND MODIFICATIONS:** This job description intends to describe the general nature of the job and does not represent that all such duties will be performed by all individuals who hold the job. This job description does not limit the tasks that an employee may reasonably be requested to perform and in no way alters the firm's at-will employment policies. Substantive changes to this job description may be necessary to meet the changing business needs of the firm. Any substantive revisions to this job description require the approval of the Director of Human Resources.