



Unruh Turner Burke & Frees Job Description

JOB TITLE: Legal Assistant

**DEPT. NAME: Municipal and
Litigation**

REPORTS TO: Assigned Attorneys and Firm Administrator

DATE: February 2021

Primary Purpose of Position:

Perform a variety of administrative duties to support assigned attorneys. Maintain positive contact with clients and observe confidentiality of client matters.

Essential Functions and Responsibilities:

- Type, edit, and compile legal documents, correspondence, memoranda and related materials.
- Review documents for completeness as well as typographical, formatting and grammatical errors.
- Transcribe digital dictation, tapes and handwritten documents.
- Photocopy, file and fax documents.
- Prepare and process legal documents with courts (including efilings), and other agencies.
- Organize and maintain case files, pleadings and other documents.
- Answer and screen telephone calls and take messages as necessary.
- Review, sort, date stamp, scan, file and distribute incoming mail for assigned attorneys.
- Respond to and assist clients by answering questions, providing non-legal information and ensuring appropriate follow-through and/or resolution.
- Prepare and maintain electronic and hardcopy files. Scan and file documents in iManage in accordance with firm defined procedures.
- Ensure the effective delivery of outgoing messenger deliveries and overnight deliveries.
- Enter attorneys' time in TABS, review pre-bills, coordinate attorney review and approval, process changes and prepare and process final bills.
- Conduct conflict checks and open new matters in accordance with firm defined procedures.
- Close files in accordance with firm policies and procedures.
- Manage and maintain attorney calendars in PracticeMaster. Schedule attorney/client meetings, ensure court dates and times are accurately entered onto attorneys' calendars and arrange for conference rooms as necessary. Enter calendar reminders and notify attorneys of pending deadlines to ensure proper compliance.
- Effectively work with other legal assistants, paralegals, support staff and Firm administration to provide support to the Firm.
- May perform notary duties.
- Other clerical duties as required.

Competencies:

- Technical proficiency in Microsoft Outlook, Word and Excel. Experience with TABS3 legal accounting software and Autonomy iManage document management preferred.
- Ability to work with complex, heavily coded documents and produce properly formatted documents from transcription.
- Highly organized and detail oriented with an ability to prioritize and multi-task.
- Keyboarding skills of 70 wpm or higher required.
- Must exhibit a high degree of initiative in managing multiple priorities simultaneously in a fast-paced, deadline-driven, detail-oriented work environment utilizing excellent judgment, administrative abilities, and decision-making skills.
- Excellent interpersonal skills necessary to communicate in person, by e-mail and telephone and to follow instruction effectively from a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact.
- Knowledge of legal principles and practices.
- Ability to proofread typed material for contextual, grammatical, typographical or spelling errors.
- Ability to operate standard office equipment such as computer, photocopiers, fax machines, and typewriter.
- Maintain acceptable attendance record in accordance with firm policy.

Required Education and Experience:

High school diploma with minimum of 1 - 2 years related administrative experience within a law firm preferred.

Physical Demands:

This is a largely sedentary role; however, some photocopying and filing is required. This would require the ability to lift files, open filing cabinets and bend.

Position Type and Expected Hours of Work:

This is a full-time position. Typical days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m., although periodic work beyond this timeframe may be necessary.

Working Conditions:

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Unruh Turner Burke & Frees is an equal opportunity employer.