

JOB DESCRIPTION

MITCHELL, WILLIAMS, SELIG,

GATES & WOODYARD

JOB CODE: 6300-02-407

JOB TITLE: Legal Secretary/Receptionist

GENERAL PURPOSE:

To act as receptionist for the Rogers office and provide clerical and administrative support for assigned attorney(s). The Legal Secretary/Receptionist functions under the general supervision of the attorney(s); no subordinate personnel are assigned to this position. Working contacts include all attorneys and staff, clients, attorneys and staff from other firms, court personnel, etc.

ESSENTIAL JOB FUNCTIONS:

- Prepares a variety of supporting legal documents related to the attorneys' area of responsibility. These documents may include forms which must be completed on the typewriter, original documents which can be produced on the word processor, and transmittal letters which have been composed by the Secretary. The Secretary is responsible for proofreading and spell checking all documents.
- Performs a variety of clerical duties, including furnishing office supplies as needed.
- Maintains a log of appointments, activities and reports for attorneys, acting as receptionist, and making arrangements for travel, meetings, etc. as necessary.

- Transcribes dictation; revises and produces final correspondence.
- Maintains confidentiality in both secretary's office and attorneys' offices.
- Prepares and distributes daily timesheets for each attorney.
- Photocopying correspondence, legal documents, and other material as required.
- Opens and maintains files for which attorneys are currently primary attorney. Becoming familiar with location of other files with which attorney is involved so that file copies of each document and/or letter can be directed to the appropriate secretary.

Job Description Legal Secretary

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- Schedules conference rooms for client/office meetings as requested.
- Provides temporary clerical support for other attorneys when their secretaries are absent and assisting with overflow work as necessary.
- Files all documents at the courthouse on a daily basis as required.
- Performs other duties as required.

QUALIFICATIONS:

- The equivalent of a high school education.
 - Two or more years on-the-job legal experience.
 - The ability to type at least 60 wpm.
 - Excellent spelling and grammatical skills.
 - Must have strong interpersonal communication skills.
 - Must have excellent organizational ability.
 - Must be able to handle highly sensitive and confidential information in a professional manner.
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- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all times.
 - Must be capable of maintaining regular attendance.
 - Must meet all local health regulations, pass post-offer drug test, and pass post-employment physical exam, if required.
 - Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.