

**Rees Broome, P.C.**

**Job Title:** Legal Assistant/Secretary

**Department:** Litigation Practice Group

**Reports To:** Human Resources Manager

**FLSA Status:** Non-Exempt

**Location:** Tysons Corner, VA

**SUMMARY**

Performs a variety of secretarial duties for attorneys to whom is assigned according to established policies and procedures. Maintains positive contact with clients, attorneys, supervisors, and staff. Observes confidentiality of client matters.

**PRIMARY DUTIES & RESPONSIBILITIES**

- Composes letters, memos and various other documents. Prepares documents for delivery to court with appropriate formatting, copies, and court fees. Proofreads all work completely and carefully.
- Sorts and dates incoming mail, identifying time-sensitive documents and notifying attorneys. Ensures that outgoing mail is timely prepared, and, if necessary, routes mail to specific delivery service and follows up on timely delivery.
- Utilizes and is proficient in computer software including Microsoft Office Suite and Orion. Operates standard office equipment, including personal computer, printers, copiers, typewriter, facsimile, telephone and dictation equipment.
- Establishes and maintains duplicate calendar and deadline reminder systems ("tickles") to comply with law practice liability requirements. If applicable, has thorough knowledge of all court deadlines and creates reminders when required, e.g. deadlines stemming from court trial and discovery scheduling orders.
- Timely opens, closes and maintains all case and general files according to written procedure.
- Timely maintains filing and Chron records.
- Receives clients and visitors. Schedules and prepares conference room. Prepares refreshments. Maintains good public relations with clients.
- Timely opens, closes and maintains all case and general files according to written procedure.
- Assists in preparing application for additional Court or State Bar membership or admission
- Assists attorneys in registering for required mandatory Continuing Legal Education credits for each MCLE year.
- Maintains current and accurate contact list in attorneys' Outlook and other formats as designated by supervising attorney, including all relevant persons affiliated with client file.

**ADDITIONAL DUTIES & RESPONSIBILITIES**

- Performs paralegal duties as requested and bills time according to policy and client billing guidelines, including proper task codes when needed.
- Performs overload typing, filing, and photocopying as needed.
- Inputs attorney daily time entries into Juris.
- Maintains active case list and trial calendar.

- Monitors facsimile activity.
- Reviews and edits attorney publication activities.
- Travels to bank, court, stores, restaurants or other locations as requested.
- Assists attorneys with marketing activities: maintains attorney marketing and seminar folders, resume, and mailing lists; coordinates registration for networking functions; assists in planning and coordinating marketing activities; prepares Powerpoint presentations.

#### **MINIMUM QUALIFICATIONS**

- 3-5 years of legal assistant/secretarial experience
- Working knowledge of legal office practices and procedures.
- Ability to handle and maintain confidential information.
- Proficient in Microsoft Suite applications.
- Able to work independently and take direction well.
- Ability to multi-task, make decisions and deliver results under deadlines.
- Bachelor's degree preferred.
- Also, experience with iManage and Orion is preferred.

**Please email resume and salary expectation at [ABickford@reesbroome.com](mailto:ABickford@reesbroome.com)**