

JOB DESCRIPTION

JOB TITLE: Corporate Legal Secretary

FLSA STATUS: Full Time, Non-Exempt

DEPARTMENT: Corporate

REPORTS TO: Assigned Attorneys

SUMMARY: Performs a variety of advanced secretarial duties including preparing legal documents, correspondence, closing binders, court, SEC and other governmental filings. Maintains close contact with attorneys, paralegals and clients; observes confidentiality of all legal documents and firm matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Draft correspondence with regard to clients and various regulatory agencies as well as preparation of closing documents with minimum supervision and instruction.
- Perform electronic SEC filings via the Edgar System.
- Perform broad range of clerical duties which require knowledge of procedures and specialized terminology.
- Maintain attorney calendar and travel arrangements
- Use discretion and good judgment when contacting clients.
- Process incoming mail, enter attorney time on system, and prepare expense reports.
- Organize and coordinate meetings and conferences.
- Assume responsibility for special projects, including paralegal tasks.
- Provide administrative and overflow support.

ESSENTIAL COMPETENCIES AND SKILLS:

- Ability to work flexibly and proactively with minimal supervision.
- Detail oriented, professional attitude, reliable, well organized.
- Desire to learn and cross-train in various different departments' secretarial functions.
- Superior communication skills.
- Ability to meet deadlines and follow through on assigned tasks.
- Good discretion and judgment and observance of confidential nature of all legal documents.
- Integrate with and support the entire corporate team.
- Proficient in Word, Excel, PowerPoint, efilings and Edgar filings.
- Ability to type 60 wpm and be able to transcribe dictations and telephone messages.
- Proofread documents to ensure quality and accuracy.
- Photocopy, and mail/messenger/Fed-Ex Documents.
- Strong problem solving and multitasking skills to ensure documents are timely filed.
- Self-Starter with common sense and good initiative with strong secretarial and organizational skills.
- Willingness to assist and cooperate with others.
- Good knowledge of English language, grammar and spelling.

REQUIRED EDUCATION AND EXPERIENCE:

- Minimum of four years of corporate experience in a law firm.
- High School diploma or equivalent required.
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SUPERVISORY RESPONSIBILITY: None

WORKING CONDITIONS: Normal office environment with little exposure to excessive noise, dust, temperature and the like.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m. Evening and weekend work may be required as job duties demand. This is a non-exempt position under the Fair Labor Standards Act.

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.