

Thorp Reed & Armstrong, LLP
Legal Secretary

JOB TITLE: Legal Secretary	UPDATED: 07/19/2007
DEPARTMENT: Legal Secretaries (73)	FLSA STATUS: Non-Exempt
OFFICE: Pittsburgh, PA (00012)	JOB STATUS: Regular, Full-time

SUMMARY: Under general supervision and according to established policies and procedures, performs a variety of secretarial duties for attorneys to whom assigned. Maintains positive contact with clients, attorneys, and staff and observes confidentiality of client matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Substitutes at secretarial work stations when secretaries are out of the office due to vacation, illness, or other absence, performing the usual and customary secretarial duties.
2. Substitutes at reception desks when receptionists are out of the office due to vacation, sickness, or other absence, performing the usual and customary reception duties.
3. Works in word processing department, performing the usual and customary work processing duties, when all secretarial and receptionist work stations are manned.
4. Operates a computer, word processor, and typewriter; transcribes dictation (machine transcription and/or shorthand); operates photocopying. Fax equipment, and multi-line/ feature telephone console.
5. Assists in administrative and support staff as needed.
6. Types correspondence, memoranda, and other legal documents; drafts standard correspondence. Memoranda, and other documents.
7. Screens telephone calls and records messages in written and electronic form.
8. Reads, sorts, and dates incoming mail. Ensures that outgoing mail is timely delivered. If necessary, routes mail to specific delivery service and follows up on timely delivery.
9. Receives clients and visitors; maintains good public relations with clients; observes confidentiality of attorney-client relationship.
10. Works closely with administrative support staff (word processing, receptionists, ect.); proofs documents returned from word processing; insures that attorney time reports are inputted into system in a timely manner.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to read and write in order to proof and perform minor editing (e.g. punctuation, grammar, spelling) or routine law office correspondence and legal case matters. Perform non-complex mathematical calculations when verifying calculations on forms and documents; maintain records and filing systems at a level normally acquired through completion of high school, or equivalent.
2. Approximately one to two years on the job experience necessary in order to gain an understanding of law office policies and procedures and produce accurate legal documents with minimal supervision.

3. Ability to transcribe legal documents, correspondence, and reports from rough draft, dictation, or transcription at a level of 70 wpm.
4. Ability to organize and prioritize a number of tasks and complete them under time constraints.
5. Ability to proofread typed material for grammatical, typographical, or spelling errors.
6. Interpersonal skills necessary in order to communicate and follow instructions effectively from a diverse group of clients, attorneys, and staff, and provide information with ordinary courtesy and tact.
7. Interpersonal skills necessary in order to communicate by phone and provide information with ordinary courtesy and tact.
8. Work Occasionally requires a high level of mental effort and strain while producing a high volume of documents and performing other essential duties.
9. Work occasionally requires more than 40 hours per week to perform the essential duties of the position; may require irregular hours..

WORKING CONDITIONS:

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

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.