JOB DESCRIPTION

Job Title: Transactional Legal Assistant **FLSA:** Non-Exempt

Reports to: Department Head

Summary: This individual performs a variety of secretarial and administrative duties for two or more HOA attorneys.

Essential Responsibilities:

- Perform miscellaneous administrative tasks such as emailing, calendaring, word processing, filing and copying, and minor research.
- Prepare and proofread correspondence, pleadings, memos and other types of documents from written and/or oral drafts from the attorneys.
- File legal documents with courts and other appropriate entities.
- Answer client telephone calls and take messages for attorneys.
- Maintain calendar and deadline reminder systems and utilize master calendar system for attorneys.
- Make appointments for attorney.
- Receive clients and visitors, and maintain good public relations with clients.
- Edit monthly invoices to clients.
- Consistent and on-time attendance is required.

Qualifications and Skills:

- Ability to read and write in order to proof and perform minor legal editing (e.g., punctuation, grammar, typographical, spelling) of routine law office correspondence and legal matters. Perform non-complex arithmetic calculations on forms and documents and maintain records and filing systems at a level normally acquired through completion of high school or equivalent.
- Some experience in office environment, preferably a law office.
- Microsoft Office Outlook, Word, and Excel experience required.
- TABS, PracticeMaster, NetDocuments or other similar billing, case management, and document management systems experience preferred.
- Ability to organize/prioritize numerous tasks and complete them under time constraints.
- Interpersonal skills necessary in order to communicate with a diverse group of clients, attorneys, and staff to provide information with ordinary courtesy and tact.
- Attention to detail.
- Ability to search the internet and public databases.
- English Proficiency- speaking, reading, and writing.

ADA:

- Must be able to remain in a stationary position for long periods of time.
- Must be able to focus on a computer screen for multiple hours at a time.
- Must be able to lift in excess of ten pounds.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

BENEFITS:

Benefits are provided to full-time employees as more fully described in summary plan descriptions for our various benefit plans. For more information or to obtain current summary plan descriptions, contact the Chief Operating Officer. The Firm reserves the right to modify or eliminate benefits at its discretion, with or without notice. Benefits currently offered include, but are not limited to:

- Medical insurance
- Health Savings Account
- Dental insurance
- Vision insurance
- Short-term disability insurance
- Long-term disability insurance
- Life insurance
- AD&D insurance
- 401(k) with employer contribution
- Profit-sharing plan

SALARY RANGE:

Employee salaries are reviewed annually by Management. Salary adjustments are effective January of each year or at other such time as determined by the Firm. Employees are eligible for meritorious bonus consideration which timing and amounts are at the discretion of Management. This is a non-exempt, hourly-paid position with a base compensation range of $45,000-$65,000 per annum.