



## **Legal Practice Assistant**

Full-time Opportunity

Chapel Hill, NC

**Robinson Bradshaw**, a prestigious 175-attorney law firm headquartered in Charlotte, is currently searching for an individual with an outstanding record of legal support and verifiable references to perform legal and administrative support duties primarily in our corporate department.

This position is Monday through Friday (37.5 hour week) and requires an individual who is a self-starter, can function independently and is extremely organized. We require a customer service attitude towards all including attorneys, paralegals, managers and assistants when asked to help out with a matter or perform a specific task for any department. The firm offers an unparalleled opportunity to work with top-notch talent, a competitive and comprehensive compensation package and continuous training opportunities.

### **JOB RESPONSIBILITIES:**

- Draft, prepare, edit and proofread all types of written communications for context, grammar, typographic, punctuation and spelling errors assigned by attorneys or paralegals without being instructed to do so. Clean, edit and re-format documents; proofread for punctuation, grammar and spelling
- Transcribe .wav and other files from dictated and recorded sources
- Monitor requests to administrative departments (word processing, office services, legal records)
- Maintain internal filing systems for electronic and paper documents; establish and maintain calendar and deadline reminder systems
- Process time entries, expense reports and check requests; Monitor and track process for timely client billing; proof billing sheets; review accuracy of bills
- Answer and screen telephone calls; read, sort and date incoming mail and deliveries; prepare and route outgoing mail in a timely way to meet deadlines of various delivery services
- Open new clients/matters, process and complete conflict of interest and audit checks; maintain efficient and organized paper filing systems; track status of files and proper disposition. Prepare files to be closed and coordinate with file room personnel
- Receive clients and visitors; make arrangements for conference rooms, catering and technology
- Handle seminar registrations and attendance; assist with travel arrangements; Coordinate attorney attendance for CLE, both locally and out-of-town
- Assist with organizing materials for client development presentations
- Coordinate and monitor filings with government entities and clerk's offices
- Provide administrative support to attorneys not usually assigned; follow guidelines on coverage support for various practice groups; Participate in orientation for new attorneys regarding workflow processes, firm resources and solutions
- Provides various administrative coordination efforts with respect to pending litigation
- Provide support for overload relief with other administrative assistants or Document Services as requested
- Attend and complete in-house training for software usage as mandated and/or on a volunteer basis

- Participate in and complete web-based online learning coursework as directed by firm management; successfully complete periodic knowledge checks of firm software programs; participate in certification assessment examinations
- Perform all other reasonable and customary legal practice assistant tasks as assigned by attorneys or management

### QUALIFICATIONS:

- Excellent verbal and written communication and listening skills; prepare, edit and proofread all written communications for context, grammar, typographic, punctuation and spelling errors without being instructed to do so.
- Produce accurate, well-presented and thorough written documents, electronic messages and reports
- Possess sufficient emotional IQ to work with clients as well as the legal team including those with little or no technology background. Flexibility extremely important as priorities are constantly shifting due to unexpected client and attorney requests.
- Customer service attitude towards all staff including attorneys, paralegals and assistants when asked to help out with a matter or perform a specific task
- Extreme attention to detail and organization is required; ability to strategize, plan and think outside the box
- Reliable for accurate and timely completion of tasks and ensures final work product is to attorneys' satisfaction
- Basic knowledge of a broad variety of information technology software systems and programs

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelor's degree in Business or related field of study preferred and a minimum 3-4 years of providing support to corporate and litigation attorneys.
2. Above-average technical skills with MS Office and other programs.
3. Ability to organize and prioritize numerous tasks and complete them under time constraints.
4. Ability to concentrate and pay close attention to detail when evaluating legal projects.
5. Ability to draft and proofread typed material for contextual, grammatical, typographical or spelling errors.
6. Interpersonal skills necessary in order to communicate in person, by e-mail and telephone and follow instructions effectively from a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact.
7. Work occasionally requires a high level of mental effort and strain while organizing and maintaining multiple projects.
8. Work occasionally requires more than 37.5 hours per week to perform the essential duties of the position; may require irregular hours.