

Legal Secretary – Cleveland Office

Weston Hurd LLP is seeking a professional legal secretary to oversee a range of administrative and secretarial duties. The principal goal of a legal secretary is to support attorneys by performing a range of clerical duties including attending court proceedings, researching case information, scheduling meetings, and filing legal documents when needed. In addition to being an excellent written and verbal communicator, the ideal candidate will be polite and professional. To be successful in this role, you should possess an in-depth knowledge of legal procedures and terminology.

Responsibilities:

- Prepares correspondence, memoranda and other legal documents from written and oral instruction in a timely and efficient manner.
- Assists with preparations for court conferences and/or meetings as requested.
- Prepare legal filings and file with appropriate courts as requested.
- Maintains client files, including opening and closing files.
- Enters attorney(s) time accurately and in a timely manner.
- Prepares and coordinate client billing process in a timely and accurate manner.
- Performs other duties as assigned.

Requirements:

- High school graduate or equivalency required.
- A minimum of three to five years of experience working in the legal environment is required.
- Proficient computer skills, especially Microsoft Office Suite, are required.
- Must be able to efficiently and effectively manage multiple priorities and possess exceptional customer service and communication skills.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.