

## **Legal Assistant – Cleveland Office**

### **Job Summary:**

Provides legal administrative support to assigned attorney(s). Maintains positive contact with clients, attorneys, administrator(s) and staff and observes confidentiality of client matters.

### **Essential Duties and Responsibilities:**

- Prepares correspondence, memoranda and other legal documents from written and oral instruction
- Assists with preparations for court conferences and/or meetings as requested
- Prepares legal filings and files with appropriate courts as requested
- Maintains client files, including opening and closing files according to Firm protocols
- Enters attorney(s) time accurately and in a timely manner
- Prepares and coordinates client billing process
- Other legal secretarial/administrative duties as assigned

### **Knowledge, Skills and Abilities Required:**

- Must have a high school diploma or equivalent
- 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
- Paralegal experience preferred