

LEGAL SECRETARY

A busy West Michigan Law Firm is currently recruiting for an experienced Legal Secretary to undertake a variety of administrative and clerical tasks. You will work under the supervision of an attorney and have the following responsibilities:

Responsibilities

- Provide administrative support to one or more attorneys.
- Responsible for document preparation, editing, file maintenance and client billing.
- Effectively communicate with clients, court personnel, witnesses and other professionals in person or over the phone.
- Handle administrative confidential firm and/or client information.
- Maintain and manage the firm's calendaring system and schedule appointments and court appearances of attorneys.
- File documents in both state and federal courts and process the mail.
- Other duties as may be assigned to fully meet the requirements of the position.

The ideal candidate will possess the following experience and qualifications:

Experience & Qualifications

- A minimum of 2 years of Legal Secretary experience and be proficient in legal secretarial tasks including, but not limited to, document preparation, filing, time entry, customer service, and calendar maintenance.
- Possess strong interpersonal and communication skills.
- Be proficient in MS Word, Outlook, Excel, Microsoft and Quickbooks.
- Must exhibit strong typing skills and have the ability to learn and quickly become proficient in new computer software programs.
- Possess excellent written and oral communication and organizational skills.
- Ability to work in a high volume, fast-paced environment.

The law firm provides the following benefits:

Benefits

- A competitive salary, commensurate with experience.
- Paid vacation and sick leave.
- Single medical insurance.
- A retirement program in the form of a 401k.

Please forward a cover letter and copy of your resume to attorneyatlaw220@gmail.com. All applications will be kept confidential.