

Litigation Secretary

Job Description

Experienced Litigation secretary needed immediately for full service Wheaton law firm. Provides support to partners, associates and paralegals in cases filed in local, state and federal jurisdictions. Candidate must be able to demonstrate professional integrity, strong attention to detail, and exercise good judgment in handling sensitive information. A professional image, excellent communication and strong organizational skills are required. The qualified candidate must be detail-oriented, a self-starter, who is extremely responsible, dependable, highly motivated, able to work in a fast-paced environment, possess a great work attitude and be a team player.

Case Screening

Set up new clients in PCLAW and run conflict checks.

Set up new case files and forward the retention contract and other documents to the client, as needed.

Responsible for scheduling meetings and telephone conferences, creating witness lists, organizing evidence and other documents and for creating a reliable filing system for both paper and electronic documents.

Pleadings

Responsible for preparing pleadings, including summonses, complaint, affidavits, requests for admissions and motions.

Where applicable, create pleading binders which organize and index all of the pleadings for a particular case.

Prepare documents for court and oversee filing with the court, interfacing with the Firm's court filing clerk.

Discovery

Preparing discovery documents, including interrogatories and requests for production

Typing, sending and tracking subpoenas

Scheduling depositions with multiple parties, including the attorney, clients, opposing counsel and court reporters. Also, scheduling of any other appointments, as required.

Creating discovery binders; indexing and filing discovery documents

Organizing and filing case documents

Pre-Trial

Once a trial date is set, the secretary helps the legal team prepare for trial. This may include:

Assist in preparing for trial by typing and formatting pre-trial documents including preparing motions, briefs, subpoenas and witness lists. Coordinate witnesses, where applicable.

Gathering and organizing exhibits. Creating, organizing and/or indexing trial binders

Tracking deadlines and sending reminders to the legal team

Cite-checking and proofreading briefs and legal documents

Ensuring that documents are properly formatted in compliance with court rules

Trial

The litigation secretary performs an important support role during trial, including:

Preparing, typing and formatting trial documents

Coordinating the preparation of charts, graphs, and other courtroom visuals

Scheduling couriers, court reporters and expert witnesses

Organizing, filing and managing documents, exhibits and trial binders

Coordinating travel arrangements for attorneys, witnesses, clients and others

General Administrative Tasks

Responsible for entering the attorneys' and paralegals' time on each case into the firm's time and billing system.

Responsible for producing and sending monthly invoices to clients and for following up on late payments.

Responsible for maintaining attorney calendars and court docketing, in order to track case deadlines.

Maintain correspondence files with clients, witnesses, opposing counsel and others. Routing of correspondence, reports and legal documents to applicable parties, as needed.

Creation of spreadsheets to track costs, exhibits and other information. Must prepare attorney expense reports.

Must be able to transcribe dictation using a Dictaphone.

Organizing client conferences and attorney meetings

Maintain the attorney's calendar by planning and scheduling conferences, teleconferences, depositions and travel.

Skills Set, Knowledge Base and Education Requirements:

Proficiency with word processing, spreadsheet, presentation and time and billing software; familiarity with Microsoft Office suite.

Proficiency with transcription equipment.

Excellent written and verbal skills and strong typing skills

Knowledge of local, state and federal court litigation documentation and filing procedures. E-filing experience.

Knowledge of office procedures and legal terminology.

Solid organization skills and multi-tasking skills.

Ability to interact professionally with all levels of internal personnel and with clients, externally.

Regarding education, a four year college degree is strongly preferred, but not required. Other credentials and certifications a plus.

Other Information:

- Hours are 8:30 a.m. to 5:00 p.m., Monday-Friday
- Competitive Salary and Benefits.
- Qualified candidates should submit cover letter, resume and references to wheatonlawfirm@gmail.com
Include 'Legal Secretary Candidate' in the subject line.