

LEGAL SECRETARY

Best, Heyns, Schroeder & Best, PC – Jackson, MI

Best, Heyns, Schroeder & Best, PC, is seeking an experienced full-time Legal Secretary in Jackson, Michigan. A minimum of 3 years of experience is required. This position reports to the assigned attorneys, and is responsible for providing the requisite legal secretarial and administrative support (clerical) needs of the assigned attorneys; preparation of letters, memos, pleadings and other documents as required; file pleadings, electronically or otherwise, with the appropriate courts' electronic filing systems; maintain attorney calendars; docketing; scheduling of depositions, medical evaluations and related document preparation; providing documents, as required, to clients; answering phones for assigned attorneys; maintain a system of filing for all attorney work and client information. The successful candidate must have the ability and willingness to help attorneys, legal secretaries, and others in multiple practice areas. Experience in Circuit Court (civil), Federal Courts (civil), Social Security and Worker's Compensation is a plus.

Essential Job Functions:

- Provide legal secretarial and administrative (clerical) support to assigned attorneys.
- Prepare letters, memos, pleadings and other documents as required.
- File pleadings (electronically or otherwise) with the appropriate court systems.
- Docket dates and related deadlines with reminders.
- Provide documents, as required, to clients, opposing counsel and others.
- Maintain an appropriate filing system for all attorney and client work.
- Answer incoming calls, unless otherwise directed.
- Perform other duties or tasks as assigned or requested (as needed) by attorneys or legal assistants.
- Receptionist duties, as needed, to include greeting visitors, answering telephones and delivering incoming mail.

Minimum Requirements:

Must possess:

- Authorization to work within the United States.
- A minimum of 3 years of experience.
- Excellent computer skills utilizing WordPerfect, MS Word, Outlook, Excel and related MS software.
- Excellent knowledge of proper spelling, grammar and punctuation.
- Excellent attention to detail and proofreading skills.
- Ability to handle multiple tasks at one time.
- Excellent prioritization skills, and the ability to manage a diverse workload for multiple people.
- Excellent organization skills.
- Must be self-motivated.
- Must be a self-starter.
- Ability to absorb information quickly and adapt to change.
- Ability to exercise good judgment and business acumen when interacting with clients, potential clients, guests of the firm and co-workers.
- Excellent communication skills, both verbal and written.
- Team player orientation.

- Designation as a Certified Legal Assistant is a plus.

Interested candidates should provide a cover letter and résumé to:

Human Resources
Best, Heyns, Schroeder & Best, PC
410 South Jackson Street
Jackson, MI 49201-2217

or

kschroeder@bestlawpractice.com