

DRINKER BIDDLE & REATH LLP
LEGAL ASSISTANT – LITIGATION
JOB POSTING

JOB TITLE: Legal Assistant - Litigation	STATUS: Non-Exempt
REPORTS TO: Legal Assistant and HR Manager	LOCATION: Chicago, IL
<p>SUMMARY:</p> <p>We are looking for a Legal Assistant to join our team! The Legal Assistant is a key point of contact for clients and attorneys. In this role, the Legal Assistant must be able to communicate and coordinate with high-level executives and contacts, both internally and externally, in a professional and positive manner. He/she must be able to anticipate, plan, and proactively meet the business needs of the attorneys and paralegals he/she supports and maintain extensive knowledge of firm policies and procedures. In addition, he/she must be willing to accept ownership of projects and be successful in driving those projects, as well as daily tasks, to a successful conclusion.</p> <p>The Legal Assistant will maintain all files and be responsible for preparing any necessary documents for the attorneys to whom he/she is assigned. In addition, this individual will ensure proper scheduling of meetings and appointments, as well as have a comprehensive understanding of the team's business.</p> <p>In accordance with the firm's Client Service Initiatives, a Legal Assistant must display good judgment, effective interpersonal communications, a positive attitude and energy, and confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Type and/or transcribe correspondence. • Draft correspondence. • Type and prepare various documents and forms, including but not limited to: legal briefs, letters, memoranda, tables, charges/spreadsheets, document productions, complaints and motions. • Edit, redline and proofread documents as requested. • For legal briefs, generate Table of Contents and Table of Authorities. • Accurately complete e-Filing in various courts and in accordance with established court rules of applicable jurisdiction. • Proofread and revise documents, including engagement letters, PowerPoint presentations, memoranda, audit letters, client and other correspondence; check for accuracy of copy, grammar, punctuation and syntax. • Photocopying and scanning. • Prepare documents for U.S. mail, Federal Express, messenger delivery or electronic delivery. • Arrange extensive U.S. and foreign travel by securing air, hotel, rail and car reservations for lawyers and clients. Prepare travel itineraries. • Prepare and submit travel expense reports and other business-related expenses for reimbursement in a timely manner. • Prepare disbursement forms/handle reimbursements of other firm and client related expenses, such as telephone calls, outside vendors, entertaining, recruiting and travel expenses. Submit expense reports to accounting for processing. • Filing: maintain paper and/or electronic filing, in a timely manner, of all correspondence, pleadings and case/client documents as directed by supervising attorneys, using the firm's records management database in accordance with established standards and procedures. • Answer telephones, screen and transmit telephone calls to lawyers, and take messages if necessary, with recognition of and attention to the particular needs of the clients. 	

- Schedule conference calls for lawyers and clients and make appointments when necessary.
- Client billing: edit, prepare, finalize and send out all bills for billing attorneys. In conjunction with billing attorney, investigate and solve client billing issues that may arise.
- Maintain contacts in Outlook for assigned lawyers, pursuant to each lawyer's preference.
- Maintain a calendar of court, travel, meetings and/or other commitments.
- Arrange for meeting/conference rooms and catering needs using the firm's conference room reservation software system. Use building security system to grant visitor access.
- Keep attorneys apprised of assignment status as required.
- Perform other duties as assigned by attorneys and/or administrative managers.
- Provide assistance to other legal assistants as time permits.
- Serve as back-up assistant as required.

OTHER JOB FUNCTIONS:

- Extensive review and editing of attorney time narratives captured in InTapp Desktop Extension; assigning them to appropriate clients and entering into Elite Webview time system.
- Proactively manage attorney's practice and execute assignments from an attorney who frequently travels, often communicating exclusively via email.
- Work with Conflicts group to open new matters on a timely basis using InTapp Open.
- Review and edit billing proformas to conform to client guidelines.
- Proficiency with InterAction data entry and report functions.
- Monitor and distribute daily court notification emails to appropriate parties.
- Perform legal research as assigned on Lexis, Westlaw, Pacer or other legal website.
- Other tasks as reasonably assigned by supervisors.

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

KNOWLEDGE, SKILLS AND ABILITIES (including but not limited to):

- Strong experience and knowledge of litigation practice and processes.
- Excellent knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint).
- Knowledge of FileSite highly preferred.
- Knowledge of MS Office 2010 and Windows 7 preferred.
- Knowledge of InTapp Time preferred, but not mandatory.
- Display initiative to learn about the practice group's clients, ongoing matters and attorney preferences.
- Take ownership for work product and make suggestions for improvement as appropriate.
- Ability to prioritize work from multiple attorneys/assignments simultaneously and successfully, many with tight deadlines.
- Excellent oral communication skills, especially the use of good grammar.
- Uses written communication that is technically sound, grammatically correct and without typographical errors.
- Excellent skillset in regard to knowing proper formatting of general correspondence and composition of documents.
- Willingness to learn special requirements pertaining to local rules of court (both federal and state).
- Superior organizational skills.
- Excellent attention to detail and strong proofreading skills.
- Extremely consistent in producing quality work.
- Typing speed of 65+ wpm.
- Able to manage contacts through available technical resources.
- Ability to handle confidential matters.
- Ability to comprehend and perform tasks as instructed or inferred.
- Able to work independently, as well as a team, with minimal supervision.
- Use of good judgment and effective interpersonal communication skills.

- Well-developed analytical and problem-solving skills.
- Initiative in developing and refining skillset, willing to work with new technology.
- Flexible and dependable, including the ability to work overtime as needed.
- Client service-driven.
- Respectful of people's differences in background, culture and perspective.
- Able to quickly grasp the goals, service, culture and strategy of the department, the office and the firm overall.
- Adaptable to change, open to new ideas, open to taking on new responsibilities and can adjust plans to meet changing needs.
- Ability to use office equipment (i.e. fax machines, copier machines, scanners).
- Must conduct him/herself professionally in appearance and actions.
- Light lifting (up to 20 pounds) sometimes required.
- Please note that this role requires a significant amount of keyboard use and time spent in front of a computer monitor.

EDUCATION AND EXPERIENCE:

- High School Diploma or GED Certificate required.
- College degree and/or paralegal certificate a plus.
- Five years previous secretarial/administrative experience required.
- Previous litigation experience in a law firm preferred.
- Full understanding of jurisdictional court filing requirements.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY: Interested candidates should send their resume and cover letter, including salary expectations, to Human.Resources@dbr.com and reference "**Legal Assistant - CH**" in the subject line. No phone calls please.