

# DRINKER BIDDLE & REATH LLP

## LEGAL ASSISTANT

### JOB POSTING

<b>JOB TITLE:</b> Legal Assistant	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Director of Administration	<b>LOCATION:</b> Dallas, TX
<b>SUMMARY:</b> <p>We are seeking a <b>Legal Assistant</b> to join our Dallas office. The Legal Assistant is a key point of contact for clients and attorneys. In this role, the 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 which he/she is assigned. In addition, this individual will assure 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>	
<b>JOB FUNCTIONS:</b> <p><b>A. ESSENTIAL JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"><li>• Prioritize workflow.</li><li>• Schedule/coordinate appointments, meetings, conference rooms, conference calls, meals with clients and other lawyers.</li><li>• Proactively maintain the lawyers' calendars. This includes maintaining a calendar of court, travel, meetings and/or other commitments.</li><li>• Make travel arrangements, create travel itineraries and change travel arrangements as needed.</li><li>• Maintain lawyers' contacts and client mailing lists.</li><li>• Keep attorneys updated on deadlines.</li><li>• Type, revise and proofread documents.</li><li>• Prepare and edit correspondence and other legal documents from written and oral drafts; draft standard correspondence and email communications.</li><li>• Interface with firm clients through answering telephones, screening and placing calls as well as monitoring and following up as needed.</li><li>• Complete conflict check forms for new clients.</li><li>• Open new client/matter numbers.</li><li>• Enter, proofread and finalize entry of attorney(s) time into billing system daily.</li><li>• Prepare lawyer(s) expense reimbursement forms and check requests.</li><li>• Assist with billing and invoices – narratives/editing. Review to ensure consistency with client billing guidelines.</li><li>• Proactively seek out and make use of internal and external resources.</li></ul> <p><b>B. OTHER JOB FUNCTIONS:</b></p> <ul style="list-style-type: none"><li>• As requested, draft meeting agendas, materials and presentations.</li><li>• Manage incoming/outgoing lawyer mail, including e-mail.</li><li>• Fax, e-mail, scan, copy and distribute documents as required.</li><li>• Work with Records Department to properly archive and/or dispose of files.</li><li>• Prepare, process and verify invoices, bills, checks and receipts.</li><li>• Know and maintain current attorney travel preferences and traveler status, and other related information.</li><li>• Register attorneys for conferences as requested and coordinate travel and scheduling with other team members.</li></ul>	

- Perform other duties as assigned.
- Provide assistance to other legal assistants and serve as a designee for overflow work or provide coverage during another legal assistant(s) absence.

*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):

- Excellent knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint).
- Knowledge of WorkSite preferable, but not mandatory.
- Knowledge of MS Office 2010 and Windows 7 preferred.
- 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).
- Excellent 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.
- Initiative in developing and refining skill set, willing to work with new technology.
- Flexible and dependable, including the ability to work overtime as needed.
- Client-service driven.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Respectful of people's differences in background, culture and perspective.
- Unbiased judgment, sound discretion and openness to the views of others.
- Ability to interact with people in a manner that shows sensitivity, tact and professionalism.
- Must have excellent interpersonal skills and the ability to maintain effective working relationships with all levels of firm personnel and diverse groups of people.
- 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).

**EDUCATION AND EXPERIENCE:**

- High School diploma or GED certificate required.
- College degree or Legal Assistant certification not required, but a plus.
- Minimum of three years of legal secretarial or executive secretarial experience.
- Experience in a law firm setting desirable.

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including medical/dental/vision, life/disability insurance, paid holidays and a 401(k) plan.

**TO APPLY:** Interested candidates should send a cover letter, including salary requirements, and resume to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) referencing **Legal Assistant-DAL** in the subject line. *Incomplete applications will not be considered.*