

DRINKER BIDDLE & REATH LLP
LEGAL ASSISTANT
JOB POSTING

JOB TITLE: Legal Assistant	STATUS: Non-Exempt
REPORTS TO: Office Administrator	LOCATION: Los Angeles, CA
<p>SUMMARY: 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 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 he/she is assigned to. 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>	
<p>JOB FUNCTIONS</p> <p>A. 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, checking 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 U.S. & 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, using the firm's conference room reservation software system.
- 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.

B. OTHER JOB FUNCTIONS:

- Enter attorney and paralegal timesheets (diaries) daily in Elite Webview time system and proofread and edit entries for accuracy.
- Bluebook or cite check legal briefs.
- 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):

- Excellent knowledge of Microsoft Office (Outlook, Word, Excel and PowerPoint).
- Knowledge of Work Site 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 regards to knowing proper formatting of general correspondence and composition of documents.
- Willingness to learn special requirements as it pertains 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.
- Able to work independently, as well as a team, with minimal supervision.
- Use of good judgement and effective interpersonal communication skills.
- Well-developed analytical and problem solving skills
- 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.
- 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 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.
- Must have 3-10 years of legal secretarial experience.
- Full understanding of jurisdictional court filing requirements.
- Knowledge of File Site preferable.

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.

Interested candidates should send their cover letter, including salary requirements, and resume to Human.Resources@dbr.com referencing "**Legal Assistant - LA**" in the subject line. *Incomplete applications will not be considered.*