

# DRINKER BIDDLE & REATH LLP

## LEGAL ASSISTANT

### JOB POSTING

<b>JOB TITLE:</b> Legal Assistant	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Regional Office Administrator	<b>LOCATION:</b> New York
<b>SUMMARY:</b> <p>We are seeking a <b>Legal Assistant</b> join our team. The Legal Assistant will serve as the key point of contact for clients and members of the Philanthropic Services team. In this role, the person 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 team 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 members of the team. In addition, this individual will ensure proper scheduling of meetings and appointments, as well as have a comprehensive understanding of the team's business. The Legal Assistant shall establish and maintain harmonious and effective working relationships with all members of the team, and clients. A superior level of client service is expected at all times.</p> <p>In accordance with the firm's Client Service Initiatives, the 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>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 all team members.</li><li>• Proactively maintain the calendars for all members of the team (i.e., calendar of travel, meetings and/or other commitments).</li><li>• Make travel arrangements, create travel itineraries, and change travel arrangements as needed.</li><li>• Maintain all team members' contacts and client mailing lists.</li><li>• Keep team members updated on deadlines.</li><li>• Type, revise, and proofread documents.</li><li>• Prepare and edit correspondence and other 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>• Draft payment reminder letters to clients as well as prepare expense reimbursement forms and check requests for all team members.</li><li>• Assist with billing and invoices – narratives/editing, &amp; cover letters. Review to ensure consistency with client billing guidelines.</li><li>• Monitor CLE activity for attorneys.</li><li>• Proactively seek out and make use of internal and external resources.</li></ul> <p><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 mail for the entire team, including e-mail.</li><li>• Fax, e-mail, scan, copy, and distribute documents as required.</li><li>• Work with the Information Governance Department to properly archive and/or dispose files.</li><li>• Prepare, process, and verify invoices, bills, checks and receipts.</li></ul>	

- Know and maintain current attorney travel preferences and traveler status, and other related information.
- Register team members for conferences as requested and coordinate travel and scheduling with others.
- Perform other duties as assigned.

*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 preferred, 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.
- Excellent organizational skills.
- Excellent attention to detail and strong proofreading skills.
- Extremely consistent in producing quality work.
- Able to manage contacts through available technical resources.
- Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion.
- 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 serves 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).
- Able to work well independently as well as in a team environment.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or GED Certificate required.
- College degree not required, but a plus.
- Minimum of two years of administrative assistant or legal assistant experience.

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 their cover letter, including salary requirements, and resume to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) referencing **Legal Assistant-PS (NY)** in the subject line. *Incomplete applications will not be considered.*