

DRINKER BIDDLE & REATH LLP
LEGAL ASSISTANT – LITIGATION
JOB POSTING

JOB TITLE: Legal Assistant	STATUS: Non-Exempt
REPORTS TO: Office Administrator	LOCATION: San Francisco, 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 Legal Assistant must be able to communicate and coordinate with all levels of personnel and clients, 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.
- Strong experience and knowledge of the US Federal Court Case Management/Electronic Case File (CM/ECF)/PACER system and of electronic filing systems highly preferred.
- 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 – SF**" in the subject line. No phone calls please.