

**DRINKER BIDDLE & REATH LLP**  
**LEGAL ASSISTANT – CORPORATE LITIGATION**  
**JOB POSTING**

<b>JOB TITLE:</b> Legal Assistant (Corporate Litigation)	<b>STATUS:</b> Non-Exempt
<b>REPORTS TO:</b> Office Administrator	<b>LOCATION:</b> Wilmington, DE
<p><b>SUMMARY:</b></p> <p>We are looking for an experienced <b>Legal Assistant</b> to join our Corporate Litigation Group in our Wilmington, DE office. 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 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><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 other lawyers.</li> <li>• Proactively and independently maintain the lawyers’ calendars. This includes maintaining a calendar of court, travel, meetings and/or other commitments.</li> <li>• Manage incoming/outgoing lawyer mail, including monitoring incoming and outgoing e-mail and completing tasks, responding to requests and following-up with clients, contacts and attorneys as necessary.</li> <li>• Make travel arrangements, create travel itineraries, change travel arrangements as needed.</li> <li>• E-file documents in state and federal courts.</li> <li>• Maintain lawyers’ contacts and client mailing lists.</li> <li>• Keep attorneys updated on deadlines and schedule changes.</li> <li>• Type, revise, and proofread documents.</li> <li>• Maintain accurate and complete paper and electronic administrative and client files.</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, cover letters. Monitor flat fee agreements for expiration, extensions and/or changes to terms. Review to ensure consistency with client billing guidelines.</li> </ul>	

- Monitor CLE activity, track requirements and keep attorneys advised on compliancy. Assist in scheduling relevant CLE courses to meet compliancy requirements.
- Proactively seek out and make use of internal and external resources.
- Cover reception as necessary.

**OTHER JOB FUNCTIONS:**

- As requested, draft meeting agendas, materials and presentations.
- Fax, e-mail, scan, copy, and distribute documents as required.
- Work with Records Department to properly archive and/or dispose files.
- Prepare, process, and verify invoices, bills, checks and receipts.
- Know and maintain current attorney travel preferences and traveler status, and other related information.
- Register attorneys for conferences as requested and coordinate travel and scheduling with other team members.
- 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.

**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.
- Knowledge of Delaware State Courts and electronic filing systems required.
- Knowledge of Federal Courts and electronic filing systems.
- 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.
- 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 himself/herself professionally in appearance and actions.

**EDUCATION AND EXPERIENCE:**

- High School Diploma or GED Certificate required.
- College degree or Legal Assistant Certification not required but a plus.
- Minimum of five years of legal secretarial or executive secretarial experience within corporate litigation.
- Experience in a law firm setting desirable.

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 resumes and cover letters, including salary expectations, to [Human.Resources@dbr.com](mailto:Human.Resources@dbr.com) and reference "**Legal Assistant-WM**" in the subject line.