

Paralegal / Legal Secretary

Company: Anonymous

Candidate must have prior experience as paralegal, legal secretary and/or other relevant legal background

Job Description: Candidate should also have extensive knowledge in legal procedures, Microsoft Office, Time Matters and Time Slips, as well as other legal and administrative duties.

Document production; typing letters, memos, forms, real estate, guardianship and Surrogate's Court documents; proofreading documents for spelling, grammar and formatting; independently preparing real estate documents (including ACRIS) and court documents for filing; providing administrative support for attorneys, which includes telephone coverage, copier projects, mail handling, daily communications, both with clients and other attorneys; maintaining calendar, accurate case lists and client billing. Candidate should possess the ability to work independently and to process files from inception to completion. Salary will be commensurate with experience.

Required Skills:

Location: Jericho

Contact Name: Please, no phone calls about this job!

Email Address: liattorneys@aol.com