

Legal Assistant
The Livingston, Barger, Brandt, & Schroeder, LLP
August 16, 2019

Specific Skills Need

1. Strong Interpersonal-Relation skills
2. Written and verbal communication skills
3. Ability to prioritize and work independently
4. Organization Skills
5. Computer Skills (Mac and PC Platforms)
6. Use of Technology (Dictation Equipment, Calculators, etc.)
7. Math Background
8. Familiar with Legal environment
9. Proficient typing skills

Tasks

Daily

1. Open/Date stamp mail and respond
2. Check Calendar and emails to plan for the day
3. Handle phone calls and check voicemail
4. Schedule appointments and maintain Attorney calendar
5. Draft documents (letters, notices, correspondence, memos, emails, preparation of forms, etc.)
6. Dictation – prepare correspondence or documents dictated
7. Create new Client paper files, folders on computer and enter in billing
8. Prepare documents for filing, copying, and mailing
9. Enter time on computer
10. Enter time and prepare billing

Monthly

1. Check bring-ups for deadline reminders, pull those files, complete tasks as needed
2. Billing, print WIP, BIMs, make revisions, print statements approved and mail statements
3. Follow-up on any unpaid accounts

Randomly

1. Assist other Attorneys and Legal Assistants, as needed
2. Close files
3. Purge files
4. Sign Attorneys up for CLE Seminars
5. Other duties as assigned

The Livingston, Barger, Brandt, & Schroeder, LLP law firm is taking applications for a full-time administrative assistant at our Champaign office. Legal experience is desired – not required. Provide a letter of interest & resume to Chuck Aubry, Office Manager. Email: caubry@lbbs.com