



## **JOB DESCRIPTION**

**Job Title:**

Administrative Assistant – Chicago, IL

**Department:**

Administrative Services

**Reports to:**

Director, Administrative Services

**Effective Date:**

April 15, 2024

Riley Safer Holmes & Cancila LLP (RSHC) is a diverse, service-oriented, and technologically sophisticated firm that is committed to providing legal and client service at the highest levels. We have a national litigation and transactional practice with more than 90 lawyers in offices located in Chicago, San Francisco, Irvine, Ann Arbor, and New York. Founded March 1, 2016, our partnership features leaders in many fields of litigation and transactions including class actions, white collar, product liability, real estate, intellectual property, mergers & acquisitions, and general litigation.

**Job Summary:**

RSHC seeks an Administrative Assistant to provide a variety of administrative support to the firm's attorneys in an environment where superior client service is emphasized and practiced.

**Duties/Responsibilities\*:**

- Draft shell pleadings, discovery responses, engagement letters, and correspondence. In addition, editing, proofreading, and formatting documents to conform to firm and legal styles.
- Prepare correspondence, memoranda, and legal documents, such as summonses, complaints, motions, subpoenas from various sources of origination (handwritten, typed copy, electronic copy, tape transcription, etc.). Finalize legal briefs including ensuring styles are consistent throughout and preparing Table of Contents and Table of Authority. Redlining Documents.
- Communicate with clients, courts, and vendors.
- Collaborate with billing department in all aspects of the billing cycle, including but not limited to the review of client billing for accuracy, edits to content/grammar; resolution of billing problems; and efficient changes to the process.
- Prepare attorney expense reimbursements and process client-related vendor invoices for payment.
- Create hearing, deposition, and trial binders.



- Sort, open, prioritize, and route incoming mail. Prepare outgoing mail including U.S.P.S., U.P.S. and Federal Express. Coordinate messenger pick-ups and deliveries when necessary.
- Coordinate attorneys' firm and client-related meeting set-ups, including but not limited to conference calls, zoom meetings, and in-person meetings.
- Maintain calendar and contacts for attorneys which include meetings, calls, deadlines, etc.
- Maintain physical files and electronic filing system via NetDocs.
- Perform document conversions, i.e., PDF to Word, etc.
- Input attorney time into the time entry program.
- Handle telephone calls from internal and external sources including taking accurate messages and appropriately routing calls.
- Coordinate prints, scans, and duplicating projects with Document Production department.
- Coordinate travel arrangements (air, hotel, rail, car rental, and car services).
- Coordinate the New Matter Intake process. Prepare, finalize, and distribute new client engagement letters, new business memos, etc. including follow-up with client to ensure receipt of fully executed Engagement Letter. Initiate Conflicts Checks.
- Prepare inactive case files and attorney materials for hard-copy archives and off-site storage.
- Perform other related duties, special projects, and assignments as required. Assist other administrative assistants in back-up support and vacation coverage.

*\* This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

#### **Competencies:**

- Ability to communicate clearly and coherently, interpreting information and adapting communication to suit situations and audience needs.
- Works well independently as well as effectively within a team.
- Works well under pressure.
- Demonstrates ability to communicate effectively and professionally in a fast-paced and deadline driven environment.
- Demonstrates effective interpersonal and communication skills, both verbal and in writing.
- Great client service skills, including being comfortable interacting with firm clients.
- Have good organizational skills, prioritize workload, and have a strong attention to detail.
- Must be able to follow directions.
- Possesses sound business judgment.
- Proven ability to multi-task.
- Demonstrate initiative to anticipate lawyers' needs.

**Qualifications and Requirements:**

- Bachelor's degree from four-year college or relevant experience.
- At least 3-5 years of legal secretary and/or administrative experience.
- Experience with supporting litigation practice, including court rules, and e-filing procedures.
- Must have strong ability to format documents in MS Office programs including Word, Excel, and PowerPoint.
- Demonstrated proficiency in NetDocuments, Microsoft Excel, Outlook, and PowerPoint.
- Proficiency in Outlook and database applications and ability to adapt to new software programs.
- Strong organizational skills, attention to detail, the ability to balance multiple tasks in a fast-paced environment, and the ability to manage confidential information with discretion.
- Excellent written/verbal communication skills, strong interpersonal skills, and the ability to work independently and as part of a team.
- Ability to prioritize and balance competing demands and meet deadlines in a fast-paced professional environment.
- Must have superior attention to detail and an ability to multi-task in a fast-paced, deadline-driven environment.
- High degree of motivation, with a driving sense of responsibility, accountability, and responsiveness.
- Flexible and willing to work hours needed to fulfill the responsibilities of the position.

**Salary Range:**  
**\$60,000 - \$85,000**

*The position is full-time non-exempt and requires standard employment screens, including a background check of educational, employment, and criminal histories. RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.*

*RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.*

**No calls or solicitations from recruiters accepted.**