



Legal Secretary – Chicago, IL

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. We currently have more than 75 lawyers in offices in Chicago, San Francisco, 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.

Our Chicago office is recruiting an experienced Legal Secretary specializing in Litigation to join our Chicago office. The Legal Secretary will be responsible for supporting several attorneys by performing a variety of administrative duties, including drafting legal documents, communicating with clients and various court personnel. We are a hard-working, collaborative and friendly group of professionals who are motivated to support each other as we fulfill our Firm mission to be a law firm built for clients. Team oriented, collegial, and collaborative are “must have” qualities for applicants, in addition to a proven track record of expertise with the following duties and skills.

Job Duties:

Provide a wide variety of administrative support for several busy practices, including civil litigation, white collar criminal defense, investigations and compliance, including:

- Coordinate and schedule meetings
- Manage travel arrangements and reimbursements
- Help manage calendars and monitor email traffic
- Prepare bills, monitor and follow up invoicing and collections
- Actively organize and maintain case files
- Prepare various documents and correspondence
- Style, format and proofread legal pleadings, including complaints, answers, discovery, motions, and briefs
- Assist with PowerPoint presentations and Excel spreadsheets

Qualifications:

- 5+ years’ experience as a legal secretary and/or executive administrative assistant
- Extensive familiarity with legal documents, and terminology
- Proficiency with MS Office, Excel, PowerPoint, Change-Pro and Adobe
- Typing speed of at least 70 wpm with a high rate of accuracy
- Able to effectively manage, prioritize and meet client, court and other deadlines
- Excellent written and oral communication skills



- Reliable and detail oriented
- Courteous and professional demeanor
- Strong sense of discretion
- High-energy, and strong desire to make a positive impact on a busy legal team

This position requires pre-employment screenings which include a criminal background check and reference check.

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.