



JOB DESCRIPTION

Job Title:

Office & Legal Administrative Assistant – NY

Department:

Administrative Services

Reports to:

Director, Administrative Services

Effective Date:

May 10, 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:

The Office & Legal Administrative Assistant is responsible to perform a variety of office and administrative and quasi paralegal support duties. The qualified candidate is someone who can deliver high-quality services to internal and external clients, exhibiting commitment to integrity and excellence. The position requires a thorough knowledge of all firm and practice specific administrative and quasi paralegal processes and procedures, information technology systems, research tools and a broad-based understanding of the clients, matters, and associated practices. The scope of responsibilities includes prioritizing, managing, and following through on multiple projects, and communicating effectively, courteously, and professionally with clients, court personnel, attorneys, staff, and peers. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Duties/Responsibilities:

The duties and responsibilities listed are an example of the duties and responsibilities that may be required from time to time. The list is not exhaustive.

- 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 the Document Production Department, or make copies, binders, and other printed materials.
- Coordinate travel arrangements (air, hotel, rail, car rental, and car services).

Required Skills/Abilities:

- Experience with supporting a litigation practice, including court rules, and e-filing procedures.
- Minimum of 2 years of related experience or equivalent combination of education, work experience, and training in a law office setting is required.
- Experience maintaining the condition of the office and facility operations, including ordering supplies and food services, as well as working with the building management regarding parking, temperature, and janitorial services.
- Experience with supporting a 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 driving sense of responsibility, accountability, and responsiveness.
- Flexibility and willingness to work hours needed to fulfill the responsibilities of the position.



Education and Experience:

- Bachelor's degree or equivalent experience that would obviate the need for the degree.
- Minimum of 2 years of related experience or equivalent combination of education, work experience, and training in a law office setting is required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be willing to leave the office to perform job related tasks on occasion.

Salary Range:

\$65,000 - \$95,000 - depending on prior experience.

(Eligible for end of the year bonuses)

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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, 401k, and eligibility for end of the year bonuses.

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.