

# Beck | Redden<sup>LLP</sup>

The Trial and Appellate Law Firm

## **Litigation Legal Secretary**

Beck Redden LLP seeks a legal secretary with litigation experience. The ideal candidate will possess a strong knowledge of state and federal court rules and filing procedures. In addition, he/she should also have excellent communication and interpersonal skills, have strong attention to detail, and be able work effectively under pressure. Beck Redden legal secretaries support attorneys in their litigation practices including, but not limited to:

- Filing/e-filing in various courts.
- Organizing and maintaining Outlook calendars and keep assigned attorneys' calendars current in the firm docketing software.
- Maintaining attorney contacts list.
- Making travel arrangements as requested.
- Creating and editing documents in Adobe Pro and MS Office applications including Word, Excel, Outlook and PowerPoint.
- Using a document management system to store, retrieve and edit documents.
- Serving as point of contact for service by email on cases and ensuring that served documents are properly calendared and stored.
- Serving case documents on opposing counsel and sending to client representatives as requested by assigned attorneys.
- Reviewing and responding/distributing mail and emails.
- Reviewing and submitting new case materials for conflict searches.
- Maintaining an updated list of all active cases for assigned attorneys.
- Assisting paralegal(s) and attorney(s) in preparation for depositions, mediations, hearings, and trial.
- Answering attorney telephone line as requested by attorney and maintaining record of calls as requested by attorney.
- Retrieving and storing attorney reading files as requested by assigned attorneys.
- Preparing outgoing mail/overnight delivery packages.
- Assisting with contacting vendors, courts, clients and outside counsel as requested relating to depositions, hearings, and other parts of case preparation.
- Submitting monthly attorney time, expense reports and invoices to accounting.
- Reviewing attorney pre-bills as requested by billing attorney.
- Opening and closing files and storing documents, case information, and emails relating to assigned attorney matters based on current Firm Protocols.
- Updating and assist assigned attorneys in maintaining CLE hours and association/organization memberships.
- Reports to the Assigned Partner(s) and the Executive Director.

### Qualifications:

A minimum of five years of experience as a litigation secretary. Excellent proficiency in Microsoft Word, Outlook, and Excel required. Strong organizational and proofreading skills required. Must possess an adaptable and positive demeanor. Send resumes to Katie Tullis at [ktullis@beckredden.com](mailto:ktullis@beckredden.com).