

LEGAL ADMIN POSITION

Our well established and growing family law firm in Wyckoff, New Jersey seeks an experienced legal secretary for a full-time position. The ideal candidate will be expected to perform the following job duties:

- Administrative support duties including answering telephones, scheduling meetings and coordinating calendars for future events and deadlines, attending to all correspondence, documents, e-mails, pleadings, discovery and other related materials;
- Prioritize tasks effectively and work independently;
- Track matters which are in process and maintains both centralized office files in digital and where appropriate paper formats;
- Review correspondence and proof-read documents for grammar, punctuation, exhibits and enclosures;
- Extensive knowledge of word processing and other computer programs to produce the attorneys work product, entering data, etc.;
- Preparation and execution of documents, correspondence, cover sheets and reports and distribution of such documents;
- Attend to communication with client, courts and counsel;
- Performs such other duties as may be assigned by responsible attorneys and administrative personnel.

To be considered, applicants should provide their resume and salary requirements.