



Note: The job description posted below is just a sample and not specific to any one law firm. It is provided to you by the New York Chapter of The Association of Legal Administrators and should be used only as a guide.

JOB DESCRIPTION

JOB TITLE: Legal Assistant

General Summary:

Essential Duties and Responsibilities:

- ▶ Non-legal and legal research
- ▶ Proofreading, cite checking, blue booking and shephardizing of memoranda of law
- ▶ document production including bates labeling of documents (either by manually bates labeling documents or preparation of documents for scanning), redacting, obtaining copies of video and cassette tapes and photocopying
- ▶ document review
- ▶ preparation of exhibits for depositions, arbitrations and trials
- ▶ legal research (including printing cases and searching for cases by name or subject matter)
- ▶ preparation of exhibits to motions (including locating the appropriate documents from files and photocopying)
- ▶ preparation of legal papers for service and filing; preparation of records department file instruction sheets for the filing of case materials
- ▶ preparation of box inventory forms for the shipment of files to storage
- ▶ assist in the audit letter process including preparation of audit letters, poll memos, obtaining legal fees figures from accounting and sending out letters by facsimile and regular mail; preparation of correspondence

- ▶ preparation of charts; preparation of document indexes
- ▶ organization of file materials and maintenance of legal paper files
- ▶ organizing documents in chronological order and performing any other task necessary to assist the litigation attorneys