



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: Secretary/Assistant

General Summary:

- ▶ Take dictation
- ▶ Send faxes
- ▶ Answer phones
- ▶ Make phone calls on behalf of attorney
- ▶ Review attorney mail
- ▶ Print out attorney emails
- ▶ Time sheets
- ▶ Draft letters, type correspondence (letter, memos, forms)
- ▶ Type legal documents
- ▶ Compare
- ▶ Send documents via email
- ▶ Review and approve new client matter forms
- ▶ Review and revise client bills - including Publicis monthly fee and disbursements bills, submit to accounting to revise, review revisions

- ▶ Maintain client lists
- ▶ Maintain client billing files
- ▶ Maintain attorney personal files
- ▶ Also, perform other administrative duties (i.e., banking related work), that may be applicable from day to day