



## Legal / Administrative Assistant Job Description

### Purpose

The Legal / Administrative Assistant provides support to attorneys and paralegals in a variety of functions, including intake back-up and reception duties.

### Duties

#### **Reception**

- Welcome in-person visitors and escort them to the proper conference room or attorney office
- Relay caller names and context to the call transferee
- Forward voicemails and faxes throughout the day to the appropriate recipient
- Take client payments
- Maintain tidiness of lobby, conference rooms, and other common areas throughout the day, especially following meetings
- Retrieval and delivery of mail and court or agency filings
- Other administrative assistance and law firm projects, as requested.

#### **Intake**

- Collecting relevant data from potential new clients about their case in an efficient manner
- Scheduling new client and attorney meetings
- Organizing, saving and relaying documentation related to potential new clients' cases
- Continually updating any changes to intake procedures and recommending efficient workflows

#### **Legal Assistance**

- Requesting and ensuring the receipt of medical and other records related to client matters.
- Sorting insurance files
- Scanning and saving documents
- Document drafting and proofreading of letters, appeals and editing briefs
- Court filing
- Researching contact information for class cases
- Scheduling appointments
- Calendaring and maintaining attention to deadlines
- Communicating with clients, agencies, insurance companies and courts
- Mail processing and scanning
- Creating medical record summaries
- Assisting with special projects

### Essential Skills

- Ability to work in a fast paced environment;
- Maintain professional and courteous manner with those internal and external to HQ;
- Possess excellent organizational skills, ability to multi-task and independent problem-solving skills;



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- Demonstrate proficient and accurate word processing skills;
- Exhibit proficient knowledge of Microsoft Office;
- Lift up to 30 pounds; and
- Answer multi-line telephone.
- Fluency in Spanish and English preferred, but not required
- Bachelor's degree or working towards a Bachelor's degree preferred but not required