**LEGAL ASSISTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: HARVEY SPECTER & ASSOCIATES

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: HARVEY@HARVEYSPECTER.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: LEGAL ASSISTANT

**Reports to**: HARVEY SPECTER

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

Harvey Specter & Associates is a law firm seeking a legal assistant to join a growing team of legal professionals. This individual will be responsible for assisting lawyers in preparing for trial, as well as clerical and administrative duties.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Scheduling meetings | * Conducting research |
| * Maintaining legal files | * Referencing law libraries |
| * Writing drafts of documents | * Assisting with trial preparation |
| * Preparing legal documents | * Assisting with accounting |

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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Associate’s degree preferred * Computer skills | * Research skills * Familiarity with legal protocol |