

LEGAL ASSISTANT JOB DESCRIPTION

EMPLOYER INFORMATION

Name: HARVEY SPECTER & ASSOCIATES

Address: 123 MAIN STREET, LOS ANGELES CA, 12345

Phone: 333-333-3333

E-Mail: HARVEY@HARVEYSPECTER.COM

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

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.

RESPONSIBILITIES AND DUTIES

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

QUALIFICATIONS / REQUIREMENTS

- Associate's degree preferred
- Computer skills
- Research skills
- Familiarity with legal protocol