



## JOB DESCRIPTION

# LEGAL ADMINISTRATIVE ASSISTANT (LAA)

**FLSA:** Non-Exempt  
**Department:** Litigation  
**Reports To:** Supervising Attorney(s) and Executive Director  
**Approved on:** December 7, 2021

Newmeyer Dillion is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, the firm provides representation in a comprehensive range of practice areas including: business and real estate litigation, real estate and corporate transactions, labor and employment, land use and eminent domain, environmental, entertainment and cyber security. This position will be based out of the firm's Newport Beach office.

**Essential Duties and Responsibilities include, but are not limited to:**

### **DOCUMENT CREATION/ADMINISTRATIVE SUPPORT:**

- Compose drafts and revise legal documentation, reports, correspondence, memoranda, discovery, pleadings and other legal documents from written and/or oral drafts; proofread and correct spelling and usage errors.
- Perform administrative tasks such as filing, coding and organizing documents, entering client billable time, and opening new files.
- Process court filings (electronic or physical) with state and federal courts as required by assigned attorney's practice and serves legal documents as needed.
- Oversee organization of case files and maintain notebooks and records as needed.
- Sort, scan and process incoming mail, utilize appropriate delivery services when necessary and follow up on timely delivery.
- Initiate conflict of interest memoranda, opening of new files with the file room personnel; maintain client and general files as needed.
- Schedule conferences and depositions and maintain calendars for attorneys and paralegals.
- Responsible for the coordination of travel, including airline reservations/online check-ins, hotel reservations, ground transportation, etc.
- Arrange for reservation of conference rooms and greet clients and guests.
- Assist with time/billing entries as needed; edit pre-bills as necessary.



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## RESOURCEFULNESS:

- Utilize internal data sources such as the document management system and website searches to retrieve information for attorneys.
- Retrieve electronic court decisions through websites or services such as Westlaw.

## COLLABORATION:

- Perform back-up Legal Support Team duties when needed and assist colleagues as needed.
- Proactively demonstrate effective teamwork and communication with team members and all firm personnel; actively participate in regular team meetings to discuss current projects and workflow; and take personal responsibility for regular exchange of information and training tips with team members for maximum job effectiveness.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## Education/Experience Requirements

- High School Diploma or GED required; undergraduate degree or some college is beneficial.
- Minimum three years of administrative or legal secretarial experience in relevant practice area.
- Full knowledge of filing in federal and state courts.
- Proficiency in Microsoft Word and Outlook, basic knowledge of Excel, PowerPoint and general database systems; working knowledge of current technology to include imaging and scanning applications.

## Knowledge, Skills and Abilities

- Ability to adapt to change and balance competing demands in a fast-paced environment.
- Confidence, adaptability, attention to detail, and ability to take ownership and monitor a caseload.
- Strong interpersonal communication to include collaboration skills.
- Must be self-motivated, energetic, possess the ability to take direction well, and collaborate as a team member.
- Ability to develop trust and maintain confidentiality.

- Ability to successfully perform position requirements with excellent organizational, time management, and prioritization skills required.

## Physical Environment and Working Conditions

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copy, fax and scanning machines), and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Some light lifting of 15 pounds or less is required on a regular basis.
- Work may occasionally require more than 37.5 hours per week to complete the essential duties and primary responsibilities of the position.