

Legal Secretary – Real Estate

Title:	Legal Secretary – Real Estate
Department:	Administration
Reporting:	Office Administrator
Location:	Austin
FLSA:	Non-Exempt

General Statement of Duties:

This position provides all aspects of administrative support to attorneys within the department.

Duties & Responsibilities:

- Provide secretarial support to assigned attorney(s)
- Maintain attorney calendar(s), contact lists and email as requested
- Arrange internal and external client meetings and conferences
- Coordinate all business-related travel arrangements for direct reports and submit all business-related expenses for reimbursement
- Prepare, format, and edit legal documents, contracts, discovery requests and responses, correspondence, memos, letters, reports, litigation, and regulatory related forms
- Establish, maintain, and submit electronic filings through various electronic court systems
- Assist with drafting and preparing documents such as audit responses, table of contents, and Minutes for Board of Directors
- Opening/closing matters, generating engagement/disengagement letters and sending/retrieving documents from court judicial websites
- Answer phone system and refer calls to other contacts as needed
- Record, edit, and submit timesheets through DTE time and billing system
- Oversee attorney billing & coordinate with billing department
- Perform other duties and responsibilities as assigned

Education & Experience:

- Bachelor's Degree highly preferred
- 5-10+ years of legal experience
- Big Law experience highly preferred
- Experience supporting Corporate Transactional (Real Estate) and Litigation attorney(s)
- Affordable housing experience is a plus
- Type at least 65 wpm
- Advanced skills in MS Office Suite Word, Excel, Outlook and PowerPoint, DTE, Elite or similar systems
- Ability to work in a confidential and fast paced environment

Additional Information:

Supervisory Responsibility – This position has no direct supervisory responsibilities.

Work Environment – This position operates in a professional office environment.

Position Type/Expected Work Hours – This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:30 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel – Little to no travel is expected for this position.

Crystal Cornett, Paralegal Recruiter
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