

Legal Assistant
FLSA Classification: Non-Exempt
Part or Full Time, Hourly
Reports to: Case Manager
Last Revised: May 2024

Job Description: Legal Assistant

Job Summary

The primary objective of the Legal Assistant role is to support the legal team by ensuring strong document management throughout the organization, and in completing all necessary daily mail filings.

Essential functions

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Daily Documentation Management:** This role facilitates movement of documents from the main office to the appropriate legal team member, and updates case files as directed. Additionally label, manage and organize client files, including maintaining electronic and physical records.
- **Contemporaneous recording of billable time:** This position is expected to produce 4 hours of billable legal assistant time per full 8-hour workday.
- **On-Site Preparation:** This role is expected to maintain the Trial Preparation, Binder, and Mail Rooms, to manage trial boxes, and to create and maintain hearing binders for the main office legal team.
- **Client Communication:** Communicate effectively with clients in a timely manner, creating a positive and professional impression on behalf of the firm when front facing potential new clients, firm clients, opposing counsel, referral partners, vendors, and the public.
- **Notarization:** This role also performs witness and notary duties at the main office including in support of referral partners as arranged by the firm.
- **Trial Preparation:** This role will assist with trial preparation as requested by the legal teams.
- **Mail Service & Deliveries:** This role completes all legal team deliveries in a timely fashion, including the filing of court documents as instructed, and documents all related tasks in a manner consistent with firm standards.
- **Other Duties:** This position is expected to be flexible in regards to tasks completed, and may assist with other general, legal, or administrative tasks as requested.
- **Abstain from provision of legal advice:** In performing of this role, the employee may be asked legal questions by clients. Non-attorneys are prohibited by the Professional Rules of Conduct by the State Bar of Michigan and by the ABA rules of Professional Conduct from practicing law.

Consequently, this employee must refrain from offering opinions which could be considered legal advice.

Key performance indicators (KPI's)

Key Performance Indicators (KPIs) are used to measure the effectiveness and success of various tasks and duties within an organization. Success indicators for this position may change at the discretion of the organization, but include and are not limited to:

- Completion of minimum of 4 hours of billable legal assistant work per 8h workday.
- 100% timely delivery of daily court filings and service pleadings.
- High client satisfaction scores received through customer surveys when conducted.
- 95% accuracy of document labeling.
- Timeliness of response to requests for assistance

Competencies

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| <ul style="list-style-type: none"> - Ability to multitask, manage changing deadlines - Ability to navigate multiple customers (internal/external) - Basic technology and computer skills (Word, Excel) - Exemplary customer service | <ul style="list-style-type: none"> - Exceptional listening and communication skills - Outstanding organization and attention to detail - Strong teamwork and collaboration - Technical documentation labeling - Time Management |
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Supervisory responsibilities

- This position has no supervisory responsibilities.

Work environment and physical demands

This role operates in a professional office environment. Employees will work indoors using standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

The position is largely sedentary, involving tasks performed while sitting. Some filing activities are required. Specific physical requirements include:

- Close visual acuity for tasks like preparing and analyzing data, transcribing, viewing a computer screen, and extensive reading.
- Ability to operate standard office equipment and keyboards.
- Walking short distances and occasional driving for material delivery.
- Lifting and carrying small parcels and packages.
- Standing, walking, and sitting.
- Stooping, kneeling, bending, and crouching (lifting to 25 pounds).

Travel

- Overnight mail will be utilized as circumstances may permit, however near daily travel (no more than 2 hours each way) is required in this role. Travel is completed either through a company

vehicle, as available, or through a personal vehicle. Personal vehicle travel is reimbursed at IRS rate.

Necessary education and experience

- Minimum: High School Diploma. Valid Michigan driver’s license with good driving record.
- Preferred: Minimum plus prior law office experience.

Affirmative Action/EEO statement


Wilson Kester the Empowered Divorce Source is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Other duties

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.

Signatures

This job description has been approved by:

President:  _____ Date: _____
HR: _____ Date: _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____