

# The Stevens & Lee Companies

## Job Description: Legal Assistant

*Powerful Partnerships. Standout Solutions.*

Stevens & Lee is a full-service law firm with approximately 195 attorneys in 19 offices in Pennsylvania, New Jersey, NYC, Boston, and Wilmington DE. We provide services to a wide range of business clients from lower middle-market to Fortune 500 companies – on a regional and national basis. The law firm is part of *The Stevens & Lee Companies*, a diversified professional services firm with synergistic lines of business, including an investment bank and other complementary financial and consulting services organizations.

### Job Overview

At Stevens & Lee, the Legal Assistant plays a vital role as an administrative team member supporting a group of attorneys with the shared goal of providing exceptional service to our valued clients.

The Legal Assistant is multi-dimensional position drawing upon a variety of skills and competencies, best suited for an organized, self-starter who enjoys assuming responsibility and learning new things.

### Primary Responsibilities

- Submit Conflict Checks, open new client matters and create New Business Memos as directed by attorneys.
- Work with various court systems processing paperwork and e-filings, running docket reports, and maintaining docket search charts.
- Partner with the firm's Finance Department to produce monthly attorney billing; process and submit check requests and complete attorney expense reports.
- Draft legal documents, prepare letters, correspondence, reports, and presentations as needed; proofread and ensure accuracy of all materials.
- Make redactions, conduct bates numbering, and compile document productions.
- Assist with litigation by preparing for court hearings, scheduling depositions, assembling binders and exhibits.
- Coordinate attorney calendars, set-up meetings, conference calls, and make travel arrangements.
- Manage all incoming and outgoing U.S., certified and Fed-Ex mail per attorney request.
- Welcome clients and greet visitors with a helpful, positive, and professional attitude.
- Answer direct-line phone calls in a professional manner and route as necessary.
- Work as a team with other law firm support personnel to ensure all tasks and assignments have been completed.

### Skills & Competencies

- Ability to communicate professionally and interact effectively with all levels of personnel.
- Excellent client service skills and ability to work on multiple matters simultaneously in an organized manner and under minimal supervision.
- Flexibility and ability to respond quickly and positively to shifting demands.
- Ability to work under pressure to meet strict deadlines.

## **Qualifications**

- Bachelor's degree or equivalent relevant work experience
- Minimum of three years of experience as a legal assistant at a law firm, professional services firm, or corporation
- Proficiency in Windows-based software and Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook
- Exceptional computer skills with the ability to learn new software applications quickly.

Interested candidates should submit a resume and cover letter to: [jobs@stevenslee.com](mailto:jobs@stevenslee.com).

*In compliance with federal and state equal opportunity employment laws, The Stevens & Lee Companies is an affirmative action/equal opportunity employer and does not discriminate in regard to race, color, national origin, religion, disability, age, or gender.*