



## **Secretary Roles & Responsibilities**

### **SUMMARY:**

Provides efficient secretarial support services on claims and/or appellate issues by responding to inquiries and requests from attorneys, clients and management in a timely manner, and assists other legal personnel as needed.

### **EDUCATION:**

- High school diploma, plus at least 1 year experience in a law office, or related education in the legal field.

### **SKILLS & EXPERIENCE:**

- Accurate typing skills at least 55 + words per minute.
- Proficient in Word, Excel, Windows-based applications and internet usage.
- Must have strong knowledge of legal documents.
- Must possess very strong administrative, organizational, and interpersonal skills, be highly detail-oriented and have the ability to multi-task, prioritize and manage workload.
- Must be able to write and speak clearly and concisely.
- Must be able to follow through on assignments with minimal supervision.
- Must be able to work independently as well as part of a team.