



Law Offices of

Florida Rural Legal Services, Inc.

Servicios Legales de Florida Rural, S.A.
Legal Servis Riral De Florida, Inc.

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Hazel Lucas
Managing Attorney

www.frls.org

JOB DESCRIPTION

FT – Legal Secretary – Belle Glade

Supervisor: Office Manager

Job Description/Responsibilities:

The primary goal of this position is to provide secretarial support to Attorneys and Paralegals as needed:

The following outlines responsibilities of this position:

- Share responsibilities of a receptionist when said employee is absent or engaged in other work;
- Opening files, closing files, general office filing, maintaining advocate and office filing and statistical systems, sorting, and preparing and delivering case folders as required;
- Proof-reading and correcting letters, briefs, motions, memoranda and other documents;
- Transcribing properly taped material from a Dictaphone or dictation accurately and efficiently. Transcribing records or judicial or administrative proceedings;
- Scheduling appointments, making business travel arrangements, and all other arrangements for business meetings in FRLS offices or other places;
- Transacting routine business, such as banking and post office business, as required. Occasionally, a secretary will deliver or pick-up business documents or other material, engage in fact-gathering, and assist at depositions when not unusually burdensome;
- Gathering information by telephone, and otherwise assisting attorneys and paralegals;
- Depending on the office size and relative work load, a secretary may be assigned the following administrative tasks by the office manager: maintaining the library, maintaining records or checking accounts and other financial records, maintaining petty cash, keeping accurate statistics, acting as office or work group timekeeper, and other administrative tasks as they arise;
- Photocopying and collating;
- Composing and completing letters, forms, memos, and routine legal documents with proficiency in spelling, punctuation and grammar;
- Assisting with on-the-job orientation and training for new staff;
- Handling mail;
- Performing other duties as they are reasonable and related to the function of a secretary;
- Participate in such meetings and training as shall be provided by FRLS;

- Performing preliminary intake or screening interviews and determining financial eligibility, including completing intake sheets; and
- Scheduling of client appointments, unless otherwise performed by attorneys or paralegals.
- Secretaries are expected to acquire new skills and knowledge such as learning how to scan documents, complete electronic filing and knowing and implementing any other function/procedure required by the courts.
- Secretaries shall not be required to provide assistance with respect to personal work or matters not related to work of FRLS.

Qualifications:

- 2-5 years legal secretarial experience preferred
- Bi-lingual preferred; English/Spanish/Creole
- Computer skills utilizing MS Word, Outlook, Excel and Word Perfect
- Familiarity with court system
- Type 55 WPM
- Proficient spelling and grammar