



## **JOB DESCRIPTION**

**Job Title:**

Administrative Assistant– Chicago, IL

**Department:**

Administrative Services

**Reports to:**

Director, Administrative Services

**Effective Date:**

May 25, 2024

Riley Safer Holmes & Cancila LLP (RSHC) seeks an administrative assistant. This role is responsible to perform a variety of administrative tasks, and deliver high-quality services to internal and external clients, while exhibiting commitment to integrity and excellence. The position requires thorough knowledge of all firm and practice specific administrative and paralegal processes and procedures, information technology systems, research tools and a broad-based understanding of the clients, matters and associated practices. The scope of responsibilities includes prioritizing, managing and following through on multiple projects, and communicating effectively, courteously and professionally with clients, court personnel, attorneys, staff, and peers. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

**Supervisory Responsibilities:**

- None.

**Responsibilities:**

The following are essential job duties and responsibilities of the position. This list is not exhaustive, and other duties may be assigned as needed.

- Draft shell pleadings, discovery responses, engagement letters, and correspondence. In addition, editing, proofreading, and formatting documents to conform to firm and legal styles.
- Prepare correspondence, memoranda, and legal documents, such as summonses, complaints, motions, subpoenas from various sources of origination (handwritten, typed copy, electronic copy, tape transcription, etc.). Finalize legal briefs including ensuring styles are consistent throughout and preparing Table of Contents and Table of Authority. Redlining Documents.
- Communicate with clients, courts, and vendors.
- Collaborate with billing department in all aspects of the billing cycle, including but not limited to the review of client billing for accuracy, edits to content/grammar; resolution of billing problems; and efficient changes to the process.
- Prepare attorney expense reimbursements and process client-related vendor invoices for payment.
- Create hearing, deposition, and trial binders.
- Sort, open, prioritize and route incoming mail. Prepare outgoing mail including

U.S.P.S., U.P.S. and Federal Express. Coordinate messenger pick-ups and deliveries when necessary.

- Coordinate attorneys' firm and client-related meeting set-ups, including but not limited to conference calls, zoom meetings and in-person meetings.
- Maintain calendar and contacts for attorneys which include meetings, calls, deadlines, etc.
- Maintain physical files and electronic filing system via NetDocs.
- Perform document conversions, i.e., PDF to Word, etc.
- Input attorney time into the time entry program.
- Handle telephone calls from internal and external sources including taking accurate messages and appropriately routing calls.
- Coordinate prints, scans, and duplicating projects with Document Production department.
- Coordinate travel arrangements (air, hotel, rail, car rental and car services).
- Flexible and willing to work hours needed to fulfill the responsibilities of the position.

**Desired Skill and Qualifications:**

- Experience with supporting a litigation practice, including court rules, and e-filing procedures.
- Must have strong ability to format documents in MS Office programs including Word, Excel, and PowerPoint.
- Proficiency in NetDocuments, Microsoft Excel, Outlook, and PowerPoint.
- Proficiency in Outlook and database applications and ability to adapt to new software programs.
- Strong organizational skills, attention to detail, the ability to balance multiple tasks in a fast-paced environment, and the ability to manage confidential information with discretion.
- Excellent written/verbal communication skills, strong interpersonal skills, and the ability to work independently and as part of a team.
- Ability to prioritize and balance competing demands and meet deadlines in a fast-paced professional environment.
- Must have superior attention to detail and an ability to multi-task in a fast-paced, deadline-driven environment.
- High degree of motivation, with driving sense of responsibility, accountability, and responsiveness.

**Education:**

- Bachelor's degree or equivalent work experience

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

**Salary Range:**

\$50,000- \$60,000

## **About RSHC / Work Environment**

RSHC is a service-oriented and technologically sophisticated midsize national law firm of litigators, trial lawyers, and transactional attorneys. Clients are the center of our mission. We align our interests with theirs and put an emphasis on efficiency and results. We care about our clients and each other, so we live our shared beliefs: driving innovation in the business of law, promoting diversity and inclusion, and serving our communities. We currently have almost 90 lawyers in offices in Chicago, San Francisco, New York, Ann Arbor, and Los Angeles/Irvine.

The team atmosphere is fostered not only by the lawyers but by all members of the support staff. Our Firm's employees are proud of collaborating to serve firm clients. Our commitment to teamwork allows us to tap multiple fields of experience from our range of practice areas, ensuring our ability to meet each client's individual needs. Our team approach enables us to analyze a situation from several points of view until we uncover the advantage that makes the difference for our clients.

*The position is full-time non-exempt and requires standard employment screens, including a background check of educational, employment, and criminal histories. RSHC offers a comprehensive benefit package which includes medical, dental, vision, life insurance, short-term and long-term disability, and 401k.*

*RSHC is proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. RSHC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.*

**No calls or solicitations from recruiters accepted.**