

ROBERT SMITH

Senior Legal Secretary II

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Phone: (0123)-456-789

SUMMARY

Creates, initiates, and composes standardized documents needed for confidential and non-confidential legal actions and correspondence from rough drafts, and standardized source.

SKILLS

Defense Worker's Compensation, Legal Research, Administrative, Customer Service, Data Entry, Reception.

WORK EXPERIENCE

Senior Legal Secretary II

ABC Corporation - January 1995 – March 1998

- Reporters and interpreters if necessary. Maintain attorney calendar including.
- Examinations, court designated hearings and travel arrangements. Retain court.
- compose various legal documentation including pleadings,.
- Discovery, subpoenas and correspondence. Summarize discovery responses and draft standard discovery motions. Schedule depositions, medical.
- Provides telephone and e-mail support for administrative procedures and normal processing times associated in a legal.
- Implements and adheres to procedures for archiving subject matter files and records for the assigned unit; retrieves.
- Screens routine mail, faxes and a variety of incoming legal documents related to cases, projects and litigation; answers.

Senior Legal Secretary

Delta Corporation - 1992 – 1995

- Superior Court/Administrative) Assigned to the Chief Assistant Public Defender in Kent County.
- Interview and determine if Defendants are eligible for assistance in accordance with the financial eligibility guidelines.
- Clerical duties performed in a professional manner.
- Assist Attorney in the appeal process to be filed in the DE Supreme Court.
- Prepare and maintain all administrative, archive and statistical reports, including sick/vacation leave for the entire office staff.
- Served as an assistant to the Chief during Court hearings at all times.
- Work for 9 attorneys + Knowledgeable with local court filing rules + Maintain and manage scanned legal documents + Prepare documents by request of .

SCHOLASTICS

- certificate in Certified Nursing Assistant - (Poly Tech Adult Education - Woodside, DE)