

ROBERT SMITH

Legal Secretary Receptionist I

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Legal Assistant will be an essential member of PDCs in-house legal department. You will directly support the organizations General Counsel/Vice President and two Corporate Paralegals in the performance of several legal and administrative duties. This position requires acute attention to detail and impeccable professionalism. The Legal Assistant must be self-motivated, resilient, and apt at project-management. This is an excellent opportunity to gain an array of skills essential to the modern in-house corporate legal professional.

EXPERIENCE

Legal Secretary Receptionist I

ABC Corporation - 2015 - 2020

- Ability to operate word processing for preparation of legal documents.
- Ability to track and follow through on voluminous court actions in various stages of litigation.
- Ability to utilize automated case management systems and follow office procedures for maintaining and tracking records.
- Ability to organize, prioritize and perform varied tasks and track multiple deadlines simultaneously in a high volume, fast paced, litigation intensive work environment.
- Knowledge of word processing equipment, legal terminology, legal forms, court procedures and applicable time-frames.
- Extensive knowledge of Juvenile Court Rules related to dependency, severance and guardianship practice is preferred, but not required.
- Managed and handled a heavy work load under pressure with multiple deadlines.

Legal Secretary Receptionist

Delta Corporation - 2010 - 2015

- Legal secretaries earned a mean annual salary of \$50,040 in May 2018, according to the U.S. Bureau of Labor Statistics (BLS). Legal secretary
- employment was expected to rapidly decline from 2018-2028, the BLS stated.
- This outlook was worse than the projected employment changes for all other
- types of secretaries and administrative assistants during that time.
- A high school education, familiarity with legal procedures and organizational and computer skills are all that is required of receptionists working in law firms.
- An associate degree can also be beneficial.
- This is Dummy Description data, Replace with job description relevant to your current role.



EDUCATION

- BS



SKILLS

Organizational Skills, Effective Communication Skills.