

## Position Description

**Title:** Legal Assistant

**FLSA Status:** Non-Exempt

**Reports To:** Executive Director

---

### **General Summary:**

The Legal Assistant enhances Klein Hornig attorney effectiveness in delivering high-quality legal services to clients by supporting them in all aspects of their legal practices and administrative responsibilities.

---

### **Essential Job Functions:**

Document and transaction management duties:

- Assist attorneys in preparing and finalizing legal documents relating to complex affordable real estate development transactions and regulatory filings.
- Assist attorneys in preparing, organizing and finalizing documents for closings, and assist in arranging for the execution thereof, including:
  - Drafting and maintaining closing checklists.
  - Coordinating execution of documents.
  - Creating binders and CDs of closing transcriptions/documents.
- Organize and maintain client and transaction files, including prompt filing of documents in the electronic database system.

Administrative duties:

- As requested, prepare professional, error-free letters, memoranda and email correspondence, whether for internal or external circulation and whether in hard copy or transmitted electronically.
- Greet and interact with clients with the utmost professionalism, ensuring that they feel comfortable and welcome, both in person and over the telephone.
- Maintain completeness and organization of firm document management system by complying with internal document naming and filing policies and procedures.
- Maintain attorney calendars, monitor deadlines and due dates on incoming correspondence, and assist attorneys in managing pending deadlines.
- Schedule appointments, make travel arrangements, answer telephones, and other similar administrative duties.
- Prepare attorney expense reports in a timely manner.
- Maintain attorney files on bar memberships, dues and CLE requirements.
- When working with partners and senior associates, review client invoices for accuracy and completeness, including as to prompt recording of client expenses; assist billing attorneys in complying with the Firm's billing and collection policies.

General

- Participate as requested in administrative tasks shared by the entire staff including answering the main telephone lines and serving as back-up Legal Assistant for other staff members.

## Position Description

- At all times interact with colleagues, clients and other third-parties with a high degree of professionalism and a can-do attitude; foster collegial, productive working relationships with Klein Hornig staff and third-parties.

### **Knowledge, Skills, and Abilities:**

---

Excellent Microsoft Office skills: Outlook, Word (including advanced expertise in Table of Contents, Formatting Codes, and Styles) and Excel.

Excellent organizational and problem-solving skills, including the ability to handle multiple, competing priorities in an often fast-paced environment. Exceptional attention to detail.

A team player with excellent communication skills.

A professional and discreet telephone manner.

### **Education and Experience:**

College degree required along with at least 2 years of Paralegal or Legal Assistant experience with a law firm real estate, finance, or corporate transactional practice.

---

### **Physical Requirements**

*Seeing:* Must be able to read computer screen and various reports

*Hearing:* Must be able to hear well enough to communicate with employees and others

*Standing/walking:* Must be able pick up and deliver mail and documents

*Climbing/stooping/kneeling:* Must be able to stock supplies

*Lifting/pulling/pushing:* Must be able to lift 10 pounds to receive and stock supplies

*Fingering/grasping/feeling:* Must be able to write, type, and use phone system

---

### **Working Conditions:** Good working conditions with the absence of disagreeable conditions

---

**Note:** *The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

---

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_