Spicer Rudstrom, PLLC, regional law firm specializing in litigation defense, seeks Legal Secretary. The primary function of the position is to provide legal support to attorneys by utilizing commonly-used concepts, practices and procedures. It requires an experienced and accomplished individual with strong background in litigation defense for insurance companies and their insured’s, and businesses, including: grocery chains, trucking/transportation companies, construction companies, retail chains, and pharmaceutical companies.

Responsibilities
Welcome guests and clients in person or over the telephone, answer and/or direct inquires
Responsible for:
- Dictation
- Correspondence
- Pleadings
- Discovery and responses
- Deposition summaries
- Settlement documents
- Simple notices and motions
- Summonses and subpoenas
- Status reports and budgets
- Workers’ Comp settlement paperwork
Schedule court reporters, motions, depositions, mediations, client conferences, expert witnesses, court reporters and couriers
Electronic filing in Circuit and Federal Court
Establish and organize files
Assist attorneys in collecting information such as employment, medical and other records
Support case preparation
Maintain attorney calendars and schedules
Maintain client confidentiality

Education Level/Work Experience
Minimum two years Associates Degree
Minimum three years’ experience as a legal secretary
Some paralegal experience preferred but not required
Microsoft Office proficiency

Skills/Qualifications
Excellent typing skills
Good written and oral communication skills
Work with changing deadlines
Strong organizational skills
Attention to detail
Professional appearance and manner
Dependability
Strong interpersonal skills and ability to work in a team environment

Contact:
Email resumes to:
Antoinette Cheney, Managing Coordinator of Spicer Rudstrom, PLLC at abc@spicerfirm.com