

LEGAL SECRETARY

SUMMARY: Lloyd, Gosselink, Rochelle & Townsend, P.C. is searching for a highly technical and experienced legal secretary to assist our Firm's Energy & Utility Practice Group. This position will perform complete secretarial duties for assigned attorneys and other members of the practice group as needed.

JOB RESPONSIBILITIES

- Prepare and edit documents such as letters, memos, and email
- Docket deadlines, responses, replies for administrative hearings with agencies such as Public Utility Commission, State Office of Administrative Hearings, and Railroad Commission
- Maintain calendars and schedules for assigned attorneys
- Maintain, file and organize client files in the Firm's Document Management System
- Field attorneys' external calls and route appropriately
- Assist attorneys with incoming mail, email management, and office organization.
- Enter billable time into Firm's billing system
- Prepare and submit attorney expense reports
- E-file with appropriate state agencies and courts
- Prepare New Matter Reports and engagement letters
- Prepare court documents, case citations, conference papers and other documents according to rules of required formatting
- Provide vacation/absence coverage for other Secretaries as needed
- Additional administrative duties as assigned, such as scheduling conference rooms, ordering meals, making copies, making reservations, and travel arrangements

JOB REQUIREMENTS

- 5-10 years of experience as an assistant in the legal field.
- Strong time management and prioritization skills
- Strong organizational skills
- Excellent interpersonal skills with both internal and external clients
- Familiarity with editing and formatting briefs, table of authorities, and other technical documents.
- Ability to work and communicate effectively and professionally with all levels of internal and external clients, officials, and contacts
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive client and Firm information
- Proficiency in Microsoft Office suite, particularly Outlook, Word, and Excel
- Experience in assisting four or more attorneys at a time

PREFERRED QUALIFICATIONS

- Associate or Bachelor Degree
- Experience in dealing with contested matters

Lloyd Gosselink Rochelle & Townsend, P.C.

816 Congress Avenue, Suite 1900 | Austin, Texas 78701

www.lglawfirm.com | 512.322.5800