

Legal Administrative Assistant Job Description Template

We are looking to hire a Legal Administrative Assistant with an exceptional administrative background. Legal Administrative Assistants are expected to work comfortably in high pressure situations with tight deadlines in a fast-paced environment. To ensure success, Legal Administrative Assistants should be detail oriented, exercise sound judgement and must have excellent verbal and written communication skills with a keen interest in providing administrative support to lawyers and paralegals. Top candidates will have previous experience in legal environments and possess strong IT skills and exceptional time management.

Key Responsibilities:

- Perform accurate legal research
- Interpret laws and regulations
- Proofread and edit legal documents and reports
- Record keeping with electronic and hard copy filing
- Research and obtain relevant information from other organisations or agencies
- Create and organise information and produce reference tools for documentation
- Prepare reports
- Maintain and update company databases
- Respond to case related questions
- Provide administrative assistance when required

Personal Specification:

- Degree in Law or related is desirable
- Minimum 1 year of experience in a legal environment
- Analytical thinker
- Knowledge to Interpret legal documents
- Working knowledge of databases and tracking systems
- Strong organisational skills
- Excellent verbal and written communication skills