

# THE AXELROD FIRM, PC

A certified woman-owned law firm

## LOOKING FOR A TEMPORARY, FULL-TIME EXECUTIVE ADMINISTRATIVE ASSISTANT AND PARALEGAL

The Axelrod Firm is looking for one temporary Executive Administrative Assistant to the President of the Firm and Firm Paralegal to work remotely full-time for 12 weeks starting in December 2020 while the person currently in that position is out on leave. There is a possibility, depending on our needs and the performance and capability of the person filling this role, that the position could become permanent.

This person's primary responsibility will be to serve as the President of the Firm's Executive Administrative Assistant, with a secondary responsibility to serve as a Paralegal to the Firm.

This highly skilled professional must be capable of the following:

### **As the President of the Firm's Executive Administrative Assistant**

- Being very organized, detail oriented, able to multitask, prioritize, and work independently;
- Maintaining a busy mailbox, monitoring incoming and outgoing emails to ensure timely responses are provided, junk email is unsubscribed, and spam is ignored;
- Maintaining a busy calendar, creating professional calendar invitations, scheduling all meetings (via email and on the calendar), reserving conference rooms and restaurants, and handling registration for events, including by putting reasonable holds on the calendar and removing them as appropriate, and including by creating and utilizing doodle (or other similar) polls to schedule group meetings;
- Making travel arrangements (hotel, air, and/or train) and reserving sufficient time on the President of the Firm's calendar to make them (including where driving is involved);
- Conducting Google research into individuals, companies, and governmental entities, and preparing Memoranda laying out the information learned about them for prospective meetings, inquiries, and marketing;
- Ensuring that in cases in which the President of the Firm serves as Settlement Master/Judge Pro Tempore, Arbitrator, and/or Discovery Master, the cases are promptly scheduled, counsel are informed of the conference dates and the Settlement Master/Judge Pro Tempore, Arbitrator, and/or Discovery Master's procedures, counsel are told when their papers are due, and counsel are followed up with so that all papers are timely received before the conference;
- Scanning and filing documents/files appropriately on our system including incoming and outgoing mail;
- Conducting conflict checks and saving them onto our system;
- Keeping track of dues and payments for events;
- Assisting in our preparation of responses to Requests for Qualifications;
- Assisting in our preparation of marketing materials;
- Professionally communicating, orally and in writing, with the court, opposing counsel, clients, and witnesses;
- Following through and meeting deadlines and expectations set;

- Learning, taking direction and working cooperatively with other staff members;
- Working extra hours as needed with the team;
- Pitching-in as needed on tasks regardless of job title;

#### **As a Paralegal to the Firm**

- Preparing Entries of Appearance, and Certificates of Service;
- Finalizing other pleadings, motions, discovery requests (including subpoenas and handling exhibit labeling), and counsel lists;
- Coordinating document collection and copying services and ensuring that all records are timely received;
- Summarizing documents including files, emails, depositions, and medical records;
- Bates numbering documents including large volumes of them, and ensuring that all parties in the case are properly sent copies of materials;
- Assisting in maintaining the Firm's litigation calendar;
- Assisting in maintaining case files;
- Drafting, scanning, and mailing correspondence;
- Anticipating deadlines and preparing the Firm's attorneys to meet them;
- Gaining an understanding of litigation case flows and anticipating next steps and needs; and
- Recording their billable and non-billable time.

These positions require:

- Strong skills in utilizing Microsoft Word, Excel, and Outlook;
- Exercising good judgment;
- Behaving professionally and with a positive, upbeat, can do, and take ownership of the job attitude.