

## Legal Administrative Assistant

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Company: Hall Render

Location: Indianapolis

Category: other-general

**Summary**A Legal Administrative Assistant (LAA) at Hall Render Killian Heath & Lyman will perform a wide variety of legal administrative and executive assisting duties. Major duties of an LAA include providing comprehensive and efficient administrative support, complex document editing, preparing and editing correspondence of legal documents, calendar management, docket management and maintaining files. Technology skills are a necessity in this role as well as having a team-player mindset and ability to multi-task.**Key Roles and Responsibilities**Helping attorneys solve problems by finding reliable solutions while working within firm policies and procedures.Maintaining detailed internal dockets of cases in various stages of litigationDeveloping comfort and proficiency with all necessary firm software and providing first-line support to attorneys.Drafting, proofreading and editing a variety of documents for correct spelling, grammar, punctuation, format and content in prepared materials.Creating and maintaining client files.Assisting with timekeeping, processing payment requests and coordinating the billing processes.Scheduling and calendar management.Communicating directly with clients and courts.Coordinating attorney travel, expense reimbursements, and event registrations.Managing attorney memberships and credentials.**Requirements**Ability to communicate with clients in a professional manner.Advanced proficiency in Microsoft Outlook, Word, Excel and AdobePowerPoint experience is a plus.Excellent administrative, writing, grammar and proofreading skills.Ability to work independently to find solutions to technical problems.Detail-oriented with strong organizational and time management skills.Two to three years of law firm experience preferred.**Education and Qualifications**High school diploma from an accredited

institution. Please submit resume and salary requirements to Brooke Beach at [bbeach@hallrender.com](mailto:bbeach@hallrender.com). NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the Firm.

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