



ILLINOIS OFFICE
8130 N. Milwaukee Ave.
Niles, IL 60714
708-833-7755

INDIANA OFFICE
1906 Hart St.
Dyer, IN 46311
219-232-4888

Administrative Assistant Job Description

Law firm practicing probate, elder law, and estate planning and administration seeks a full-time Serbian-speaking administrative assistant.

Title: Legal Administrative Assistant

Position: Permanent, full-time up to, and approximately, 40 hours per week

Location: 1906 Hart St., Dyer, IN 46311

Job Description:

The primary job responsibilities are secretarial and administrative assistance in nature. The following list represents an overview of tasks but is not exhaustive:

- General Administrative
 - Front desk reception for clients, mail, and telephone calls:
 - Screen visitors and callers
 - Respond to prospective client questions regarding scope of firm work
 - Respond to client general inquiries regarding cases
 - Manage office email inbox and fax
 - Document review for proper format, typographical errors, and inclusion of necessary enclosures or exhibits
 - Track and maintain firm licenses and registrations
 - Assist in managing rental spaces and related inquiries and maintain shared conference room schedules
 - Assist in human resource functions such as advertising job positions, reviewing resumes, and supporting new employees with initial introductory training.
 - Assist and support firm marketing efforts, including marketing projects and business development activities.
- Communication Management
 - Switch boarding, taking messages, following up between callers and staff
 - Track and follow-up with messages
- Attorney Support
 - Maintain calendars, ensure no scheduling conflicts, and schedule appointments
 - Prepare correspondence and forms under attorney supervision
 - Assemble materials for meetings and court hearings
 - Document delivery to or retrieval from appropriate agencies
 - Track and submit as necessary continuing legal education, professional licensing, memberships, and registration requirements
 - Assist in maintaining active licenses and registrations
 - Hold simple meetings with clients for nominal tasks such as signing a document
- Case File and Client Portal Management

- Create hard drive file trees for prospective clients and cases
- Add new contacts and matters to case management database
- Identify contact roles and label accordingly
- Update contact information and case status as necessary
- Enter data for new case developments and track case stages
- Receive, sort, and save documentation to appropriate cases
- Track and file unclaimed property claims
- Track and manage bond invoices
- Serve as a witness, and/or notary if applicable
- Client Financial Management
 - Client invoicing and billing including fees and penalties
 - Proofread staff time entries on invoices
 - Payment processing
 - Track and follow up with client accounts receivable
 - Track and follow up with client trust account balances
- Administrative Record Keeping and Analytics
 - Data entry of lead and referral sources
 - Compile reports related to clients and prospective clients
 - Track and maintain former client plan review schedules
 - Self-time tracking

Performance Expectations:

You will be expected to possess the following knowledge and abilities to meet the criteria for this position:

- Highly detail-oriented and strong organizational skills are critical
- Intermediate (conversational) fluency in Serbian.
- Ability to communicate effectively using tactful communication techniques for receiving callers, making appointments, giving information, and explaining instructions and guidelines.
- Knowledge of correct English grammar, spelling, and punctuation.
- Ability to compose correspondence and reports.
- Ability to maintain composure during stressful situations because of workload or deadlines.
- Ability to use diplomacy and discretion in giving out information and in referring and directing callers and visitors.
- Effectively operates standard office, computer, scanner, printer and related tech equipment in furtherance of tasks, e.g. word processing, scanning, emailing, internet usage, document upload and download.
- Adherence to strict confidentiality of client and office matters.
- Familiarity with the organization and composition of business letters and financial statements.
- Ability to understand complicated workflow and office procedures.
- Exercises judgment and makes recommendations for improving office efficiency and economy to improve existing operations.
- Effectively operates standard office, computer, scanner, printer and related tech equipment in furtherance of tasks, e.g. word processing, scanning, emailing, internet usage, document upload and download.
- Learned knowledge of task related agency rules and procedures

- Learned understanding legal terminology and syntax, and of the content, organization, and format of legal documents and correspondence.

Qualifications:

1. Serbian/Bosnian language intermediate (conversational) fluency
2. Highly detail-oriented and strong organizational skills are critical
3. Associate degree or equivalent
4. Very good English composition skills
5. Independently solves problems and can work under pressure
6. Proficiency with PC computers and technology
7. Familiarity with Microsoft Office Suite

Preferences:

1. Law office management experience
2. Familiarity with marketing concepts and social media management skills
3. Knowledge of Mycase and Google Workspace platform
4. Polish or Spanish language intermediate (conversational) fluency

Working Hours: 8:30 am - 5:00 pm Mon - Thu., – 3:00 pm Fridays

Compensation: Wages commensurate with experience

Summary of Benefits Offered: 10 days unpaid Personal Time Off (PTO) during first year of employment plus 4 paid holidays. For full-time employees, paid Personal Time Off (PPTO) accrues during first year of full-time employment and is eligible for use after first year. 401(k) available after 1 year, matching after 3 years. Medical/Dental/Vision plans are available subject to conditions of employment or eligibility for enrollment. Complete explanation of benefits is governed by policy provisions.

Send your resume and cover letter to dzjlaw@gmail.com.