

# MANKO | GOLD | KATCHER | FOX LLP

AN ENVIRONMENTAL AND ENERGY LAW PRACTICE



## **Legal Secretary/Executive Assistant**

Manko, Gold, Katcher & Fox, LLP is currently looking for a qualified Legal Secretary/Admin Assistant with a minimum of three (3) years of experience for our Bala Cynwyd office. The ideal candidate will, with a minimum of supervision, perform legal secretarial and executive administrative support work of varying degrees of complexity. Requires an ability to function efficiently in a fast-paced and demanding atmosphere, strong organizational and communication skills, careful attention to detail, as well as flexibility to adapt rapidly to a wide variety of tasks. Must be a team player and have the ability to interact effectively with lawyers, clients, and governmental agencies as needed and demonstrate a commitment to the delivery of legal services.

### **Duties Include:**

Formatting briefs, pleadings, and other legal documents; keeping track of attorney time records and billing; filing legal documents (e-filing in PA & NJ); transcribing dictation is a must; corresponding with clients; maintaining calendars; dairying deadlines, discoveries, and court orders; types letters, documents and reports; files, record, and/or deliver documents as needed; review documents for accuracy; organize and maintain files; answer inquiries by telephone; assist in completing work; type a full range of legal secretarial work, including pleadings, memoranda, and standard legal documents; types daily time entries for attorneys and is able to handle any special firm projects that come up.

### **Qualifications**

Extremely detail oriented  
Possess excellent written and verbal skills  
Proficient typist  
Proficient in all office suite software  
Diligent work ethic  
Familiar with court procedures  
Attentive to deadlines and able to manage toward deadlines  
Professional in every way

### **Required Skills**

Must be fluent in Microsoft Word, Outlook, PowerPoint, Excel; experience with IManage (a plus)

### **Diversity Statement:**

Manko, Gold, Katcher & Fox, LLP values and strives to foster and grow diversity among its attorneys and staff. We work to promote a firm culture that celebrates the value that diversity brings to the firm and our clients. The firm – starting with its leadership and throughout the organization – recognizes that a diverse team with a rich variety of backgrounds is best positioned to serve our clients, ourselves, and the community at large. We work to create an environment that is inclusive, and respects and draws strength from everyone's distinctive background, because we believe that such an approach creates a collegial

setting that fosters each person's contributions, supports fulfilling and successful careers for our attorneys and staff, and leads to the best results for our clients.

To apply please email cover letter and resume to [Klawson@mankogold.com](mailto:Klawson@mankogold.com).