



## **ARNALL GOLDEN GREGORY LLP**

### **CORPORATE, TRUST & ESTATE SECRETARY** **JOB DESCRIPTION**

**Position Support:** 4 Attorneys

The requirements for this position include, but are not limited to those outlined below. It is the employer's discretion to add to or change the duties or requirements of this position at any time.

#### **Overall Responsibilities:**

This position requires a minimum of 5 years experience as a secretary with corporate and/or trust and estates law experience in a law firm. Assists attorneys through the performance of complex secretarial and clerical duties; requiring knowledge of legal terminology and processes associated with this area of law. Must have strong organizational skills, requiring excellent clerical skills and knowledge of grammar, spelling and punctuation. Shall be proficient in the use of word processing and other automated equipment, including transcription equipment and software packages currently being used by the Firm. The specific requirements for this position include, but are not limited to those outlined below.

#### **Primary Duties/Responsibilities:**

- Preparation of monthly client billing for transmittal to clients (including review for edits/corrections)
- Preparation of Reimbursement and Expense reports
- Preparing Check requests
- Maintaining personal correspondence, reading files, billing letters, expense reports, time entry files
- Entering timesheets into CMS
- Proficiency in use of PDF software and emailing of documents; general secretarial duties, such as transcribing tapes, sending faxes
- Edits to documents
- Open new clients/matter files
- Responsible for maintenance of a weekly summary of meetings, conferences, etc.
- Maintenance of tax and account statement binders for specific clients
- Maintaining the forms files for the practice team
- Assists in updating all client contact lists for the Private Wealth Group
- Ability to communicate effectively with clients
- Overtime and flexibility may be required
- Proficient in navigating Outlook Software

- Either already a Notary or willing to become one
- Other duties as assigned

**Mental/Physical/Environmental Requirements**

- Indoor offices with controlled temperatures with limited exposure to noise, dust, chemicals
- Mobility within the office including movement from floor to floor
- May sit for long periods of time
- Crouching, kneeling standing, walking, pushing pulling and lifting occasionally
- Operating a personal computer, telephone, voicemail and other office equipment on a regular basis
- Must be able to express and exchange ideas by means of the spoken word.
- Must have the ability to convey detailed information in a clear and concise manner through spoken word
- Must demonstrate good problem-solving skills

**FLSA Status**

Non-Exempt

**Hours – Full Time:**

9:30 a.m. – 6:00 p.m., Monday-Friday

**ADA:** The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_