



Greater Bakersfield Legal Assistance Inc.

JOB TITLE: Executive Assistant

CLASSIFICATION: Full-Time, Non-Exempt

DEPARTMENT: Administration

SUPERVISOR: Executive Director

GENERAL JOB DESCRIPTION

The Executive Assistant plays a critical role in providing high-level administrative support to the executive director. This position requires excellent organizational skills, attention to detail, and the ability to handle sensitive and confidential information. The Executive Assistant is responsible for managing various administrative tasks to ensure the smooth functioning of the law office and support the legal team's efficiency.

DUTIES AND RESPONSIBILITIES

(This list is not all-inclusive and does not limit the scope of other duties for this position):

1. Compliance
2. Administrative Support:
 - Provide comprehensive administrative assistance to attorneys, partners, or executives, including managing calendars, scheduling appointments, coordinating meetings, and handling correspondence.
3. Document Management:
 - Assist in preparing, formatting, editing, and proofreading legal documents, including contracts, briefs, pleadings, and other legal correspondence.
4. Client Communication:
 - Act as a liaison between clients and the legal team, fielding phone calls, responding to inquiries, and ensuring prompt and professional communication.
5. Case File Management:
 - Maintain and organize legal case files, ensuring all documents are correctly categorized, up-to-date, and easily accessible.
6. Legal Research:
 - Assist in conducting legal research, compiling relevant information, and summarizing findings for use by attorneys during case preparations.
7. Travel Coordination:
 - Make travel arrangements for attorneys or executives, including booking flights, hotels, and ground transportation.
8. Office Management:
 - Ensure the office is well-organized and equipped with necessary supplies, and oversee the efficient functioning of office equipment.
9. Confidentiality:
 - Handle sensitive and confidential information with the utmost discretion and professionalism.
10. Technology Management:
 - Assist with troubleshooting technical issues, maintaining office equipment, and keeping abreast of legal technology advancements.

QUALIFICATIONS FOR THE JOB

1. Bachelor's degree or equivalent relevant experience in legal administration or related field.
2. Previous experience as an executive assistant in a law firm or legal department is preferred.
3. Strong organizational skills and attention to detail.
4. Excellent verbal and written communication skills.
5. Proficiency in using legal software and Microsoft Office Suite.
6. Familiarity with legal terminology and basic legal procedures.
7. Ability to multitask, prioritize assignments, and meet deadlines.
8. Discretion and professionalism when handling confidential information.
9. Strong interpersonal skills and the ability to work collaboratively with colleagues and clients.