

Legal secretary Job Post- Boston Cohen Law Group

Small litigation law firm, on the waterfront in Boston is seeking a full time legal secretary who enjoys taking on responsibility and has a “can do” attitude. Responsibilities include but are not limited to:

- Answer and direct all incoming phone calls and emails;
- Draft and revise correspondence and legal documents;
- File, Organize, scan, copy and fax legal documents;
- Case Management;
- Dictation
- Manage attorneys calendar
- Manage billing;
- Assist with court filings- Experience using court tools such as e-Filing is preferred, but not required if the candidate is capable of learning quickly and efficiently.

Hours are Monday — Friday, 9:00 am to 5:00 pm with occasional overtime.
Salary is \$19.00 - \$22.00. Health insurance is not offered.

Please respond to this post with a cover letter and copy of resume to either waterfrontlawfirm@outlook.com or Narini@cohenlawgroupboston.com