

## **LITIGATION DEPARTMENT LEGAL SECRETARY**

Kelley & Ferraro LLP, a Plaintiff's law firm located in Downtown Cleveland, has an immediate opening for an experienced, full-time legal secretary in the Litigation Department. The essential duties of this position include but are not limited to the following:

- Provide support to a Partner and an Associate
- Daily attorney and client contact
- Prepare with accuracy correspondence, Complaints, Briefs, Motions, Memoranda, and other legal documents
- Ensure the effective delivery of pleadings being filed with the Court, overnight packages, and facsimiles
- Maintain client files and paper and electronic filings
- Responsible for photocopying, and the sorting and distribution of attorney mail
- Schedule and maintain attorneys' calendars of court dates, depositions, meetings, and travel itineraries.

An applicant with experience and an Associate or Bachelor's degree from an accredited university is preferred; however, an applicant with experience in lieu of a degree will be considered. The ideal candidate must possess the following knowledge, skills and abilities:

- Extensive knowledge of legal terminology, concepts and procedures
- A high-level of proficiency in Microsoft Office
- Highly organized and detail-oriented
- Strong verbal, written, and interpersonal communication skills
- Ability to problem solve and prioritize work effectively to meet deadlines
- Team-oriented with an ability to work in a high-volume, fast-paced environment.

Our firm offers a competitive salary and benefits package. To apply, please mail or email your resume with cover letter to:

Coretta Crowell Waller  
Human Resource Manager  
Kelley & Ferraro LLP  
2200 Key Tower  
127 Public Square  
Cleveland, OH 44114  
Email: [cwaller@kelley-ferraro.com](mailto:cwaller@kelley-ferraro.com)