

Legal Secretary

Support the delivery of quality legal services to clients by providing specialized administrative and secretarial assistance to assigned attorneys and legal personnel about all aspects of the Private Client and Estate Planning practice areas. Assignment involves multi-tasking, complex document production, heavy administrative functions, and client contact, and requires a high degree of executive secretarial and technical skills. Our Legal Secretaries support two-to-three attorneys or other legal personnel as a primary assignment and provides back-up support to other legal personnel as requested. The right candidate will demonstrate professionalism in all internal and external interactions with clients, co-workers, and third party affiliates. The position maintains strict confidentiality in all client and firm matters.

A successful candidate will possess the following skills:

- Associate degree or better and three or more years progressive legal secretarial experience preferably, in the estate planning practice area.
- Proficiency in MS Office Suite, including Word, Excel, Outlook, and PowerPoint. Also Adobe Acrobat and comparison software.
- Excellent organizational skills, including file maintenance and, billing preparation.
- Excellent interpersonal, verbal, and written communication skills. Ability to communicate with courtesy and diplomacy. Efficiently follow written and verbal instructions. Maintain effective relationships with a diverse group of attorneys, clients, staff and outside contacts with discretion and strict confidentiality.
- Applicant must be a dependable team player who works collaboratively and cooperatively with others in a team-oriented environment. Exhibits a positive, supportive attitude at all times.

To Apply:

If you possess the skills and credentials we are looking for, please submit your resume and cover letter, in strict confidence for consideration. Qualified



candidates may send resume and cover letter in confidence, to the
hr@hembar.com

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors, and attorneys.