

ATTORNEY AT LAW  
JAMES L. HENRY, JR.  
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**Paralegal/Legal  
Assistant Job  
Description** (October 2016)

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### **Paralegal/Legal Assistant Position Summary:**

Paralegal/Legal Assistant reports to and provides legal and administrative support for attorney James L. Henry, Jr.

### **Responsibilities/Duties:**

#### **1. Legal Services:**

- Performs complex tasks including preparing correspondence, legal documents, memos, etc.
- Drafts and reviews contracts, pleadings, and other legal documents under authority of attorney
- Corresponds and communicates with outside legal counsel and other parties (includes clients, creditors, court officials, etc.)
- Tracks all deadlines associated with cases
- Assists attorney with organizational and administrative matters
- Assembles information required in legal matters and legal research
- Assists with filing of legal documents
- Filing and organization of files, databases, etc.
- Handles confidential information

#### **2. Administrative Services:**

- Prepares correspondence
- Manages files and records
- Creates forms, spreadsheets, and presentations
- Handles mail and prepares overnight delivery/pickup as needed
- Welcomes and receives new clients
- Handles/screens telephone calls from clients and others
- Gathers information from prospective clients and presents data to attorney
- Completing time entries for attorneys
- Opening of new client/matter
- Update and maintain attorney calendars
- Closing files for offsite storage

#### **3. Communication:**

- Continually and effectively communicates with attorney, clients, etc.
- Collects and reviews information for assigned tasks and projects
- Provides follow-up and status reports on projects

*There may be additions, deletions and modifications to the qualifications and functions of this job periodically.  
Employees must perform all duties assigned to them by attorney.*

**Additional Activities/ Responsibilities/ Duties:**

1. Works independently and closely with attorney(s) on daily and ongoing projects
2. Works collaboratively with all members of the organization and related companies to accomplish projects and achieve consistency in meeting the goals and objectives of the organization

**Knowledge/ Skills/ Abilities:**

- Problem solving and analytical thinking skills
- Knowledge of administrative responsibilities, duties and procedures
- Active listening skills
- Strong planning and time management skills
- Excellent organization skills and ability to prioritize work
- Initiative
- Adaptability
- Strong attention to detail
- Ability to work independently and efficiently
- Excellent computer skills using MS Office (Word, Excel, billing software)
- Aptitude using office machines

**Competencies:**

- Integrity
- Diligence / Resourcefulness
- Commitment to service to clients
- Commitment to Excellence
- Ownership of Assigned Tasks
- Dedication to Task Completion
- Communication
- Interpersonal Skills / Relationship Building
- Job Skills, including Computers / Technology
- Learning and Self Development
- Rigorous attention to detail

**Education/ Experience:**

- Bachelor degree or equivalent experience in related field preferred and/or in liberal arts majors
- Legal experience preferred
- Administrative experience preferred
- Real estate experience a plus