

# Kelley Ferraro <sup>LLC</sup>

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## **Legal Secretary**

### **Summary**

Kelley Ferraro, LLC, a Plaintiff's Law Firm, is looking for a full-time legal secretary for the firm's probate department. As a legal secretary you will be responsible for supporting the firm's probate attorneys. This position's ideal candidate has a strong work ethic, exceptional problem-solving skills, and is comfortable working in a fast-paced dynamic workplace. This is a full-time role that operates on a fully on-site schedule at the firm's downtown Cleveland office.

### **Responsibilities**

- Process incoming and outgoing mail for attorneys
- Composing professional correspondence to clients and attorneys
- Making and receiving a high volume of telephone calls from a diverse group of clients, attorneys, and courts
- Scheduling hearings and meetings for attorneys
- Scanning, faxing, copying, and filing documents.
- Providing support to attorneys in all stages of estate and probate work.

### **Qualifications**

- High school diploma or equivalent
- At least two (2) years of experience in an administrative role, preferably at a law firm
- Proficient in Microsoft Access, Outlook, Excel, and legal practice software
- Ability to multi-task, prioritize, and thrive in a fast-paced, high-volume environment.
- Highly organized with attention to detail and accuracy
- Self-motivated and able to work collaboratively with others.
- Excellent time management skills
- Ability and willingness to adapt to a variety of duties.

### **Careers at Kelley & Ferraro**

Kelley & Ferraro, LLP was selected as one of Northeast Ohio's Top Workplaces in the small business category for three consecutive years as published in The Plain Dealer on June 16, 2019, June 28, 2020, and June 27, 2021. Our continued success relies on our ability to provide an inclusive, supportive, and motivating workplace where every employee has a role to play in the delivery of outstanding service to our clients. Therefore, we are always looking for passionate and dedicated individuals to join the Kelley & Ferraro, LLP team. If you believe you are an ideal candidate to work at our law firm, please send your resume to the firm's Administration Director, Ed Kelley at [ekelley@kelley-ferraro.com](mailto:ekelley@kelley-ferraro.com).

