

## Legal Administrative Assistant

**Full Time – Non-exempt**

**Reports to: Lead LAA**

### About Henson Efron

Henson Efron is a mid-sized law firm, located in downtown Minneapolis, with robust practices in business law, family law, litigation, estate planning, tax, and real estate law. Understanding is the cornerstone of our culture, encompassing a multifaceted approach that extends beyond legal mastery. We believe in understanding the law, the Twin Cities region, our clients, and equally importantly, our team members. We integrate authenticity and empathy with legal acumen creating a culture that prioritizes exceptional client service and a supportive, fulfilling workplace.

### Role Highlights

The legal administrative assistant plays an integral role in our success. Under direction and supervision from the attorneys and Lead LAA the legal administrative assistant is responsible for a variety of administrative duties including but not limited to drafting basic legal documents, managing schedules, monthly billing assistance, general document management, and catering support. There is a significant amount of client, and other professional interaction with this role. The legal administrative assistant works independently and collaboratively within a team environment to ensure seamless support and efficiency in legal proceedings.

### Primary Focus

- **Document and File Management:** Proactively and as requested, organize, profile, index documents and files to ensure organization of each client or matter through the life cycle of the relationship. Additionally, scanning, mailing, and photocopying, as necessary.
- **Electronic Case Filings:** Process legal documents in the federal court, state court, and appellate court filing systems.
- **Calendaring:** Manage multiple calendars including docketing of court deadlines. Schedule meetings, conference calls, depositions, mediations, court hearings and appearances, and make travel arrangements.
- **Client and Professional Interaction:** Provide professional contact with Henson Efron clients, opposing counsel, witnesses, experts, Judges, and court personnel.
- **Billing:** Assist in the monthly billing process including attorney time entry, preview and revision of draft invoices, distribution of final invoices, and handling client account inquiries. Support attorneys with the collection process, as necessary.
- **Attorney Compliance:** Track and manage attorney Continuing Legal Education, State Bar compliance and license renewals, professional organization memberships, etc.
- **Administrative Responsibilities:** Preparation of legal documents and correspondence; dictation transcription; conflict searches; workflow management such as expense reimbursement and check requests, new client setup, and contact management; catering support; backup to peers and office services to ensure the overall success of

the team.

- **Additional duties and responsibilities as assigned:** Responsibilities, duties, and activities may change at any time.

## Core Requirements

- Minimum of 5 years of previous legal administrative assistant experience or equivalent combination of education and experience.
- Exemplary written and verbal communication skills with strong typing skills.
- Prior experience with time management software and document management systems.
- Proficient in Microsoft Office Suite and Adobe Pro.
- Experience with state and federal Electronic Case Filings.
- Strong attention to detail, delivering work product with minimal errors.
- Ability to manage multiple priorities, deadlines, and conflicting requests.
- Maintain high standards of professional conduct with the ability and affinity for adapting to various personalities and work styles while successfully delivering work products.
- Ability to work independently, as well as in a team environment.
- Professional demeanor with a strong work ethic including dependability, respectfulness and accountability.

## What To Expect

- Comprehensive benefits are designed to support your mental, physical, and financial well-being and a flexible work environment. Highlighted benefits include a variety of insurance options, many supplemented by the firm: Medical, Dental, Vision, Life, Short Term Disability, Long Term Disability, Accident, and Critical Illness. Financial guidance through 401(k) advisors with employer match and profit sharing. Additional benefits include firm paid Calm app to support mental health, Capella Tower gym access, Employee Assistance Program, and more.
- Minimum of 37.5 hours/week during core office hours of 8:00 am to 5:30 pm Monday – Friday. Overtime is expected on occasion.
- While performing this job's duties, the employee will have prolonged periods of sitting or standing and working on a computer. Must be able to lift up to 25 lbs. and occasionally up to 50 lbs.
- Compensation for this position, ranging from \$60,000 to \$75,000, is commensurate with relevant experience and qualifications.

**To apply, please send your cover letter and resume to Sarah Ptacek,**  
[sptacek@hensonefron.com](mailto:sptacek@hensonefron.com).