**Legal Administrator Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Legal Administrator to navigate the legal claim handling landscape while conducting both administrative duties as well as hands-on management of resolving claims.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Reviews files through our internal database; Reviews hard copies of court files.
* Communicates with court staff as necessary.
* Conducts research for case files in multiple jurisdictions.
* Assists attorneys with the prosecution of contested lawsuits.
* Ability to review dockets and the file to assist attorneys with moving the file forward towards resolution.
* Prepares pleadings, memoranda, and other legal filings.
* Travels to local courthouses for filing and retrieving of essential case documentation.
* Provides support for data entry tasks.
* Reviews hard copies of court files.
* Participates in other activities as assigned.

### About you

* At least [insert number] years of experience in administration and supporting contracts on a Legal team
* Excellent time management and organizational skills and the ability to initiate appropriate actions and follow-up actions with minimal supervision
* Polished and effective negotiation, communication, and writing abilities
* Advanced knowledge of the practices, procedures, and processes involved in commercial contract administration
* Proficiency in using a contract management system a plus
* Strong attention to detail
* Ability to work under pressure, meet deadlines and exercise sound business judgment
* Team player with a positive, can-do attitude

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]