**Legal Processor 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 Processor to support time-sensitive project requests by working with a team of individuals across multiple shifts and locations.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Create, edit and format legal documents to firm specifications using a variety of software applications
* Convert, clean and format documents to/from different file formats
* Create charts, graphs, tables, and spreadsheets as requested
* Create and/or edit Tables of Authorities and Table of Contents
* Perform data entry utilizing various software applications
* Transcribe analog or digital dictation files
* Restore/recover corrupted document files as necessary
* Provide telephone help desk support to troubleshoot application queries
* Complete all assigned jobs by the deadline in an accurate and timely manner
* Handle sensitive and/or confidential documents and information
* Follow established policies and procedures at all times
* Perform additional duties as necessary or assigned

### About you

* High school diploma or equivalent required; bachelor's degree preferred with [insert number] years' experience in legal word processing or legal field
* Experience and exposure in any of the legal word processing tasks below would be an added advantage; Creating TOAs, TOCs, inserting automated cross-references, converting PDFs to Word using a variety of software, applying Word styles using macros, troubleshooting problem documents including redlines and documents containing multiple numbering schemes, style separators, cross-references, and other automated fields
* Flexibility to work overtime as required
* Ability to work through complex legal document markups and instructions in a timely and accurate manner
* Ability to prioritize various requests and deadlines simultaneously
* Excellent verbal and written communication skills
* Ability to interact with client and team members in a professional and respectful manner at all times

### 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]