



Position Description

Position Title	Legal Secretary	Location	Auckland
Reports To	Supervising Partner	Date	November 2017
Overview of Role	The purpose of this position is to assist in the provision of high quality legal services to our clients through providing a high standard of administrative and PA support.		
Key Relationships	Internal: Authors in practice team, other authors in firm as required, Managing Partner and CEO, wider secretarial team across the offices and administration support staff. External: Clients and contacts.		

Provide secretarial and administrative support as required, consistently producing work to a high standard of quality and accuracy. The range of responsibilities includes:

- audio and copy typing
- preparing a variety of correspondence, reports, presentations and documentation
- filing, faxing, photocopying, scanning, diary management, client matter/project maintenance and preparation of invoices and statements
- scanning, recording and filing of deeds
- assisting with precedent management as required
- managing expense transactions for your team
- archiving closed files
- liaising with clients
- arranging travel bookings
- searching documents and information on LINZ, PPSR, Companies Office and other websites as required
- preparing documents on LINZ, Companies Office and ADLSi websites and filing online where appropriate
- monitoring the progress of work and tracking the whereabouts of a wide range of documents
- working with the wider secretarial team to assist others as required
- maintaining an appropriate and user-friendly filing system.

In addition, carry out any additional tasks and responsibilities as may reasonably be required to meet the demands of the position and the needs of the firm. Compliance with all firm policies, standards and procedures is an essential requirement.

Anthony Harper Values

The way we go about things at Anthony Harper is what defines us for our own people, our clients and those we work alongside. The Anthony Harper Way is:

- Upfront, honest and accountable
- Think best
- Whatever it takes
- Proud to be us
- We've got your back.

Role Profile - Qualifications, Knowledge and Experience	Essential	Desirable
Previous experience in legal secretary role		✓
Competent user of Microsoft Office (at least intermediate level) and strong WP and formatting skills	✓	
Professionally resilient – able to thrive and deliver quality results under pressure, adapt well to change and respond positively to feedback	✓	
Efficient multitasker with a high degree of accuracy and strong attention to detail	✓	
Good fit with the team – enthusiastic, responsive, flexible, supportive and accommodating	✓	
Confidence and willingness to learn	✓	
Competent user of practice management system such as InfinityLaw	✓	
In depth knowledge of law office procedures	✓	
Good working knowledge of ADLSi legal forms, LINZ searches and e-dealing, PPSR and Companies Office searches, document preparation and submissions as required	✓	

Variation

The duties provided above may be modified and updated by the employer from time to time following consultation with the employee.