

Administrative Assistant Job Description

ABOUT THE FIRM:

Rosette, LLP is a leading majority-Indian owned national law firm representing tribal governments and tribal businesses with offices in Arizona, California, Michigan, Oklahoma and Washington, D.C. We have a national reputation for representing tribal clients to achieve success both inside the courtroom and out. Our dynamic approach and practice area diversity is unparalleled for a firm our size. Because our goals of maximizing sovereignty to ensure the self-sufficiency and self-determination for all Indian tribes is aligned with our clients, we are able to promote the economic and political resources our clients require to support their communities and preserve their sovereign status. We specialize in federal law and its application to tribes, tribal business, complex litigation, government negotiations, financial transactions, tribal housing, land use and planning, human resource management, tribal energy development and representation related to internal tribal governance matters. We represent tribes and tribal businesses across the United States.

BASIC FUNCTION:

Rosette, LLP is seeking a full-time administrative assistant to provide support to our team of attorneys. An ideal candidate will be able to successfully perform various legal administrative and office duties.

RESPONSIBILITIES:

1. Welcome all incoming visitors.
2. Manage all incoming phone calls. Professionalism is required for all phone calls.
3. Administer incoming mail according to specified procedures.
4. Order office supplies as needed.
5. Directly support Partners with calendar management, travel arrangements, expense reports, coordination of key meetings, and correspondence.
6. Complete tasks such as faxing, word processing, and filing.
7. Assist other administrative staff with support overflow work, including word processing, data entry or other tasks.
8. Draft legal memoranda, pleadings, motions, correspondence, or other documents as requested.
9. Accurately maintain client files.
10. Perform additional duties as assigned.

SKILLS:

- Oral Communication Skills
- Written Communication Skills
- Technical Communication
- Interpersonal Relations
- Diplomacy
- Organization and Attention to detail
- Professionalism
- Presentation
- Time Management
- Computer Literacy
- Legal Research Skills

EDUCATION/TRAINING:

Education: Associate (Required)

OTHER REQUIREMENTS:

- Driver's License
- Writing sample
- Background Check
- Document management: +5 year (Preferred)
- Microsoft Office: +5 years (Preferred)
- At least 4-5 years of significant and substantive experience as an executive assistant in a law firm or in-house setting.

COMPENSATION & BENEFITS:

Rosette, LLP offers a competitive salary and benefits. Salary is commensurate to experience. Benefits include 401(k) match, health insurance and paid time off.

Please submit the following documents to hr@rosettela.com:

- Cover Letter
- Resume
- Professional References (3)
- Driver License