

Write the correct answers below

THE LEGAL SECRETARY

The role of the legal secretary is interesting and varied. No two days will be the same. Although you will learn all about law on your college course, it is the daily knowledge and experience you gain from actually working in a legal organisation that will enable you to cope with most situations. You will be trusted with confidential information which you will not be expected to share with anyone. When you first start work you will usually be asked to sign a 'Confidentiality Agreement' to this **effect**. This is why the base of the word 'secretary' is 'secret'. Legal secretaries recognise and understand the significance of confidentiality in their everyday communications. You will inspire confidence in your clients because they will value the confidential nature of your **role**.

In addition to excellent keyboarding skills and the ability to transcribe dictation accurately, the legal secretary must also be an expert at time **management**, juggling many activities at the same time. The ability to prioritise tasks is essential, especially when working for several fee earners who all require their work to be completed at the same time. Needless to say, the legal secretary should possess good communication skills to be able to deal effectively with a variety of personalities. As you will see, the range of duties is extremely wide and, although these will vary from company to company, some typical tasks expected of the legal secretary **are**:

- liaising with clients and **colleagues** by telephone,
- preparing legal **documents**,
- opening and maintaining several **clients'** files,
- attending court with your fee earner.

Probably the most important aspect of a legal **secretary's** work **is** producing accurate documents within time constraints and maintaining absolute confidentiality about the work being done (both when inside and outside the **firm**).

Because of all these **requisite** talents the legal secretary can command a good salary. Even in these difficult days of economic **recession**, continuous work for the legal secretary can virtually be guaranteed. The skills that are necessary to be a good legal secretary carry over to many other **positions**, professions and **businesses**. Therefore, you might start out as a legal secretary but then decide to change your career path slightly. Some legal secretaries become legal **executives** and sometimes go on to qualify as solicitors. There are so many options available.

SECRETARY

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