



VECRA is seeking a Full-Time Legal Secretaries

VECRA, Inc. has a requirement for Legal Secretaries with 2+ Years' experience. The VECRA Legal Secretaries Professional will join our New York operations at various locations to carry out the day-to-day tasks.

COMPANY DESCRIPTION

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always: **Vigilant * Efficient * Collaborative * Responsive * Accurate**

JOB SUMMARY

Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers, complex legal reports, and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. Must have knowledge of legal terminology; business communications, and general clerical skills.

ROLES and RESPONSIBILITIES

- Provide administrative support to one or more lawyers
- Effectively communicate with witnesses, clients, colleagues and partners
- Greet visitors and perform initial screening of clients
- Attend trials and type minutes
- Write case briefs and synopses of depositions, contracts and testimony
- Conduct thorough statistical/ documentary research
- Source and verify important case intelligence



- Produce and file various legal documents such as appeals, motions or petitions
- Preserve an updated case record system
- Answer phone calls, take notes/messages and redirect calls when appropriate
- Maintain and update inventories of contact details
- Facilitate the meeting of deadlines by keeping multiple agendas and provide timely reminders

QUALIFICATIONS and REQUIRED SKILLS:

- Good time management skills.
- Familiarity or prior experience with government contracting.
- Proficient in Microsoft Office Suite, Internet navigation, SharePoint navigation and Windows.
- Good computer troubleshooting ability.
- Excellent communication skills both verbal and written.
- Works well independently and is a team player.
- Good planner and proficient in time management.
- Excellent multi-tasker and organizer in a fast-paced environment.

EDUCATION

- GED or High School Diploma plus experience may be substituted

OTHER

- **Shift:** First – Day
- **Work Hours:** 9:00am – 5:30pm
- **Schedule:** Monday – Friday
- **Onsite Location:** USA\ Various New York State locations
- **Req Type:** Full-Time

COVID-19 PRECAUTIONARY MEASURES

All employees (inc. volunteers, temps, consultants, and students with an in-office presence) are required to inform Human Resources of their vaccination status. If vaccinated, employees must submit proof of their vaccination status to Human Resources. OAG offices have returned to a “masks welcome” policy, based on changes in public health guidance.



Employees will still be required to wear a mask if they have a recent COVID-19 exposure. Employees that work in OAG offices located on NYS hospital grounds or within space leased by a NYS hospital must continue to follow any mask policies at that location.

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to info@vecrainc.com with **Subject Line: Legal Secretaries**