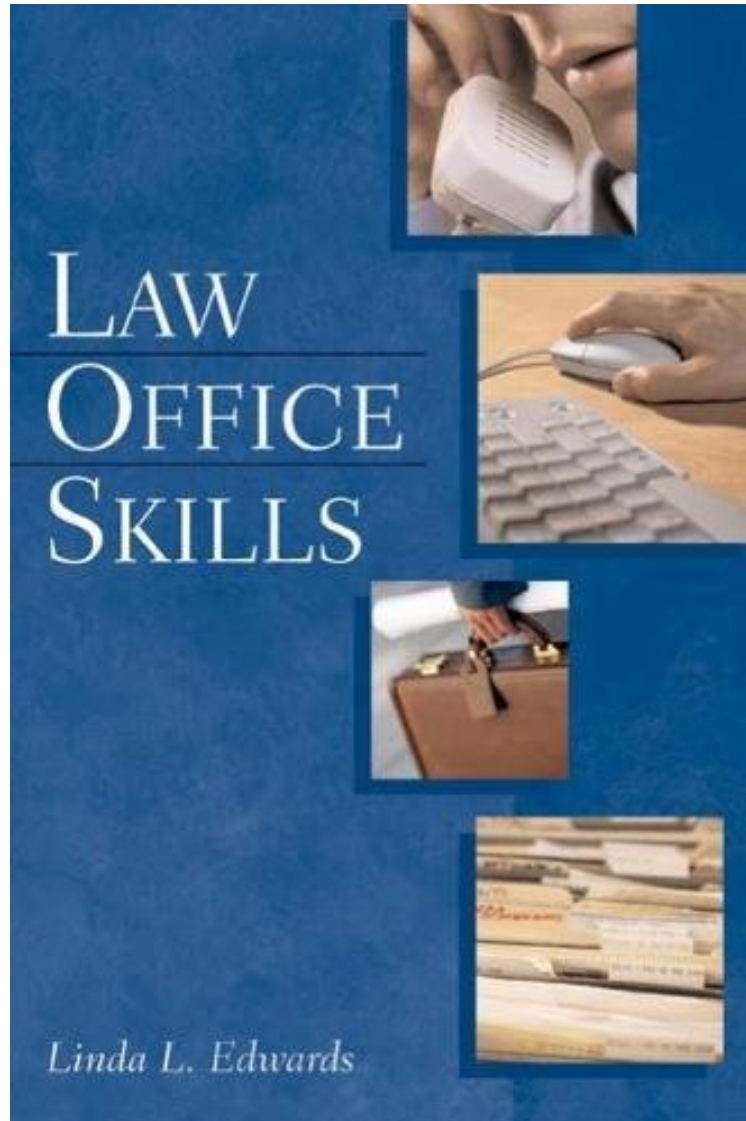


Law Office Skills

Linda L. Edwards

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Linda L. Edwards : Law Office Skills before purchasing it in order to gage whether or not it would be worth my time, and all praised Law Office Skills:

1 of 1 people found the following review helpful. Recommended for all new Legal SecretariesBy The Stark FamilyIf you have never been a legal secretary and want to go above and beyond, I would recommend this book. It gives you a great overview of what to expect in working in a law office, how to manage your time efficiently, and how to be a great secretary.It is not, however, all that useful for your experienced secretary.0 of 0 people found the following

review helpful. Five StarsBy Shirley Brooks-WilsonGreat asset in the office0 of 0 people found the following review helpful. Five StarsBy Nina B.Needed this book for class and it was in perfect condition!

This book is a survival kit for anyone new to the legal arena. It teaches students what it means to dress, act, and behave professionally. How to use the phone, voice mail, and e-mail effectively and professionally. It explains how to efficiently manage their time. Demonstrates common billing practices and the mechanics of timekeeping, the mechanics of opening and organizing files, the mechanics of organizing documents, and the mechanics of docket control systems. Teaches how to cope with the realities of office politics and how to work effectively with "challenging" clients, attorneys, and staff. Practicality is the cornerstone of this text. Students who use this text should be better prepared to work as paralegals and generally more useful to employers than those who do not.

Chapter 1: Professionalism. Chapter 2: Telephone Etiquette. Chapter 3: Time Management. Chapter 4: Time Keeping and Billing. Chapter 5: File Management. Chapter 6: Document Management. Chapter 7: Docket Control. Chapter 8: Human Dynamics in the Law Office.About the AuthorDr. Linda L. Edwards was an attorney and author, having written or co-written seven textbooks in the legal assistant field. She was an instructor in the Justice and Legal Studies Department at Phoenix College for 24 years until her retirement in January 2001. During her tenure as program director, she was responsible for creating dozens of new classes in both legal assisting and criminal justice.