



Legal Secretary Corporate & Business Department

Reger Rizzo & Darnall LLP is seeking a highly organized Legal Secretary to join our busy Philadelphia, PA team. Accuracy is critical when facilitating business deals and corporate transactions. If you're someone who takes pride in quickly turning around error-free drafts, keeping contracts on schedule, and managing multiple projects, you'd be a perfect fit for this role and our team.

Responsibilities

- Incorporating changes to legal documents
- Generating comparisons of redlined document versions
- Maintaining clear version control for documents with multiple rounds of edits
- Typing legal documents and letters dictated by the attorney
- Adding and maintaining data and documents in our case management system
- Preparing materials and meeting rooms for client mediations
- Other administrative tasks, such as monitoring attorney voicemails, scheduling meetings, updating client contacts, submitting expense reports, and handling mail and packages
- Providing periodic administrative coverage for other practice areas as needed

Qualifications/Requirements

- Minimum of a high school diploma
- At least two years working in a law firm
- Microsoft Office Suite proficiency (must be skilled in Microsoft Word)
- Experience using legal management practice platforms such as ProLaw
- Experience with dictation is a plus
- Strong written and verbal communication skills
- Exceptional attention to detail and accuracy
- Excellent organizational and time management skills
- Ability to learn and follow established procedures
- Appropriate office etiquette and discretion

Location and Hours

This is a full-time, on-site position in our Philadelphia, PA office, conveniently located at the Cira Centre beside 30th Street Station.

Compensation and Benefits

The salary range for this position is \$50-60,000 based on experience. In addition, Reger Rizzo & Darnall LLP is committed to supporting and investing in our staff. Our benefits package includes:

- Medical, dental, and vision insurance
- Flexible spending account
- Short- and long-term disability
- Life insurance
- 401k (with match after one year)
- Holidays and paid time off
- Pre-tax SEPTA deduction

You will also enjoy the perks of working at the beautiful Cira Centre, just a few steps away from 30th Street Station. There's a state-of-the-art fitness center on the top floor for a nominal fee, and a complimentary Cira Shuttle makes a regular loop around City Hall with several stops for your convenience.

About our Firm

For more than 30 years, [Reger Rizzo & Darnall LLP](#) has been committed to providing dedicated, aggressive, and practical legal advice to individuals, small businesses, charitable and non-profit organizations, and Fortune 500 companies. With seven offices in five states and more than 50 attorneys, the firm provides services across a wide range of practice areas, including business services, commercial litigation, real estate, estates and trusts, employment, insurance coverage, and utilities.

Reger Rizzo & Darnall was named to [The Legal Intelligencer's Watch List](#) in recognition of its continued growth and national reach. We were also named a [2025 Top Workplace](#) by *The Philadelphia Inquirer*, ranking #11 out of 72 among companies with 149 or fewer employees in the region, the highest law firm in the category. We foster a healthy work environment where people feel empowered, supported, and inspired to thrive both personally and professionally.

How to Apply

Please send your cover letter and resume to cimperato@regerlaw.com.