

LITIGATION SECRETARY (GAUTENG)



Date: 30 July 2026

A vacancy has arisen in the Litigation Department for a legal secretary.

Key areas of responsibility include:

- Dictaphone and copy-typing of a wide range of documents
- Typing, formatting and collating of notices and pleadings
- Matter management
- Incorporating amendments to documents and verifying that amendments have been effected correctly
- Attend to issue pleadings, upload pleadings, sort pleadings
- Organize court files on CourtOnline and CaseLines.
- Preparing resource, counsel and client files
- Opening of new matters and liaising with clients regarding the onboarding of new clients
- Strong administration and organisational skills in order to manage professionals' practices (diary management, answering telephone calls and tracking messages in the absence of the professionals)
- Monitoring and screening of emails, preparing draft responses to emails
- General office and personal administration
- Capturing professionals' timesheets accurately and timeously
- Preparing pre-bills and billing memos (sending same to clients)
- Managing debtors and debt collection with the accounts department
- FICA administration: following up to ensure the FICA requirements are complete
- Liaise with clients, counsel, presiding officers, experts and other service providers when instructed to do so by Lawyers
- Experience in dealing with large matters
- Assisting in preparation of tender submissions and presentations

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Requirements:

- At least 7 or more years experience as a legal secretary in a litigation department
- Experience working in a large firm advantageous
- Excellent knowledge of MS Word programs (more specifically MS Word and Excel)
- Knowledge on Aderant Expert (CMS) accounting system
- Knowledge on FileSite
- Sound working knowledge of CourtOnline and CaseLines.
- Experience in High Court litigation (motion proceedings).
- Secretarial diploma/legal secretarial diploma/paralegal qualification (advantageous)
- Matric essential

Competencies:

- Essential to be able to multi-task and prioritise all work as this position will be reporting to many Lawyers.
- Must be well-organised and conscientious
- Strong communication skills (verbal and written)
- Strong administration and organisational skills in order to manage professional practices
- General knowledge of legal terms
- Display specific attention to detail, including grammar and spelling
- Good interpersonal skills
- Maintain high standards of confidentiality
- Honesty, reliability and punctuality
- Ability to multi-task
- Take initiative and be diligent
- Ability to work well under pressure
- Excellent client relationship skills
- Excellent time management skills
- Neat and organised

Should you wish to apply for this position please send
your CV to Jeanarie Norquoy:
jnorquoy@werksmans.com