

LITIGATION SECRETARY (GAUTENG)

Date: 20 August 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
- Incorporating amendments to documents and verifying that amendments have been effected correctly
- Preparing resource, counsel and client files
- 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)
- General office and personal administration
- Preparing pre-bills and billing memos (sending same to clients)
- Managing debtors with the accounts department
- FICA administration: following up to ensure the FICA requirements are complete
- Liaise with clients, counsel, presiding officers, sheriffs, experts and other service providers when instructed to do so by Lawyers
- Coordination of extensive travel arrangements, car hire, flights, restaurant bookings, shuttle transfers, etc.
- Issuing, filing and organising pleadings on Court Online / Caselines

Note: This is an on-site position

Should you wish to discuss your interest in this position please contact:

Jeanarie Norquoy

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Competencies:

- Essential to be able to multi-task and prioritise all work as this position will be reporting to many Lawyers including directors, senior associates and associates.
- Must be well-organised and conscientious
- Strong communication skills (verbal and written)
- Display attention to detail
- Good interpersonal skills
- Maintain high standards of confidentiality
- Honesty, reliability and punctuality
- Take initiative and be diligent
- Ability to work well under pressure
- Excellent client relationship skills
- Excellent time management skills

Requirements:

- Minimum 5 years experience as a legal secretary
- Excellent knowledge of MS Word programmes (more specifically MS Word 2010 and Excel)
- Knowledge on Aderant Expert (CMS) accounting system
- Knowledge on FileSite
- Secretarial diploma/legal secretarial diploma/paralegal qualification (advantageous)
- Matric essential

