

Legal Secretary39s Guide

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This practical and comprehensive guide for legal secretaries is an ideal book for someone thinking of becoming a legal secretary, or for those experienced in the role who want to know more. A good legal secretary is one of the most valuable assets in any legal office and this book, written as a practical guide, will enable them to approach their work with increased confidence.

The Legal Secretary's Guide by Ann Cheyne | Waterstones

Legal secretaries are an essential part of the legal profession and assist with legal departments' smooth running. Providing support to Lawyers, they perform valuable administrative duties. They are required to have knowledge of the law, legal terms, procedures and documentation.

What is a Legal Secretary? A Guide - The Lawyer Portal

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This guide provides guidance on how to draft and clear Secretarial documents to ensure that every document for the Secretary's review and consideration is well-written, clear, and direct so the Secretary can make informed decisions or take appropriate action quickly and effectively.

Guide to Document Preparation - Executive Secretariat

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