VIRTUAL LEGAL ASSISTANT

Job Posting Audit

Ten postings, every responsibility in the postings' own words, and the repeats ranked.

Nkiruka Esther Onyiri | October 23, 2026 | Sources: Himalayas (7 postings), Jobgether (3 postings)

Yellow A responsibility that matches a top-ten theme. The burgundy tag, such as **[1][8]**, is that theme's rank in the ranked list on the last page. *Grey italics Text* hidden by a pop-up or cut off in the screenshot. It is not counted.

1. Posting log

#	Posting title	Employer and firm type	Site	Country / who can apply	Practice area	Pay if listed
1	**Virtual Secretary / Assistant**	Global Village Worker Ltd. Firm type not stated; general administrative role.	Himalayas.com	United Kingdom only	None (general administration)	Not listed
2	**Legal Operations Assistant**	Tether Operations Limited. Blockchain and fintech company; in-house legal operations.	Himalayas	All countries (worldwide)	Corporate documents, compliance (KYC/KYB)	Not listed
3	**Compliance Intern**	Corpay. Business payments company; inhouse Legal and Compliance division.	Himalayas	All countries (worldwide)	Financial crimes compliance (FinCEN, OFAC, BSA)	Not listed
4	**V105 - Legal Case Specialist**	Job Duck. Staffing agency placing staff with US legal practices.	Himalayas	All countries; US-based employer	Litigation (discovery, trial preparation)	$1,150–$1,220 per month
5	**V104-Legal Intake Specialist**	Job Duck. Staffing agency placing staff with US legal practices.	Himalayas	All countries; US-based employer	Client intake; estate planning, elder law, probate	$1,142–$1,220 per month
6	**V105 - Family Law Legal Assistant**	Job Duck. Staffing agency placing staff with US legal practices.	Himalayas	Not shown in screenshot; US-based employer	Family law: adoption, surrogacy	$1,150–$1,220 per month
7	**V105 - Legal Assistant | Legal Assistant and Client Intake Specialist**	Job Duck. Staffing agency placing staff with US legal practices.	Himalayas	All countries; US-based employer	Federal civil rights; client intake	$1,150–$1,220 per month
8	**Global Legal Assistant**	Amaro Law Firm. Personal injury firm, Houston, Texas.	Jobgether	Not shown in screenshot; Texas based firm	Personal injury (complaints, motions)	Not listed
9	**Legal Secretary**	WOW Remote Teams. Staffing and recruiting startup placing Latin American talent with US based companies.	Jobgether	Remote from anywhere	Not stated (legal secretary)	Not listed
10	**Paralegal / Legal Assistant**	Easy Outsource. Outsourcing and offshoring startup.	Jobgether	Remote from anywhere	Real estate and property law	Not listed

NOTES ON THIS SET

- Postings 1 to 3 are not virtual legal assistant roles in the strict sense (a general virtual secretary role, an in-house legal operations role at a fintech company, and a compliance internship). They are kept in the tally and flagged here.
- Postings 4 to 7 are all Job Duck and share template wording, which lifts the counts for phone work, client communication and records. Each is counted separately.
- Posting 1 is limited to applicants in the United Kingdom and closes on Oct 22, 2026. Spanish is required in postings 2 and 7 and welcome in posting 6.
- Counting rule: a theme is counted once per posting, from the responsibility bullets and the role summary. A bullet that fits two themes carries both tags.

2. Every responsibility, word for word

Copied from each posting's responsibilities list. Where a posting lists no responsibilities that name a duty found in its role summary, that line is quoted first.

P1 Virtual Secretary / Assistant

Global Village Worker Ltd | Himalayas | united kingdom only | pay not listed

- Answer and direct phone calls; organize correspondence and answer emails [1][8]
- Prepare and organize databases and reports [9]
- Manage social media accounts and replies
- Handle confidential employer and client information
- Take notes or transcribe meetings
- Schedule meetings and arrange employer's calendar; schedule meeting spaces and conference rooms [7]
- Arrange payments for vendors, travel, and sales expenses
- Create purchase orders and track and manage payments
- Present excellent customer-service skills to customers and clients
- Manage filing systems, update records, and organize documentation [4]
- Prepare and create PowerPoint presentations and materials as needed; research materials and sources for presentations

P2 Legal Operations Assistant

Tether Operations Limited | Himalayas | all countries (worldwide) | pay not listed

- Acting as a key point of contact for KYC/KYB questions and coordinating responses to requests from banks, vendors, auditors, and customers; [1]
- Managing, updating, and maintaining a database of corporate documents to ensure accuracy and completeness; [4][9]
- Managing and overseeing access to the database of corporate documents, including permissions and version control; [4][9]
- Preparing and reviewing, ng corporate documentation; *[sic]* [3][6]
- Finding and implementing efficiencies and process improvements across legal operations workflows;
- Identifying and mitigating or escalating legal risks and issues; [6]
- Explaining our customer's various business lines to internal business groups and external stakeholders; [1]
- Addressing ad hoc requests and projects as they arise. [2]

P3 Compliance Intern

Corpay | Himalayas | all countries (worldwide) | pay not listed

From the role summary: *"you will provide administrative support for the Compliance team in ensuring and documenting compliance with all applicable regulations"* [2]

- Coordinate, organize and maintain the master schedule for the department's compliance reports, including management of the SAR (Suspicious Activity Reports) files. [4][5]
- Ensure adherence to the Ceridian and BSA record retention policies, procedure and follow an organized filing document management process for electronic and paper documents. [4]
- Management of the subpoena process
- Provide assistance in management of the Master Coverage processes
- Ongoing management/maintenance of the Risk & Compliance Department's related policies and procedures which will improve the efficiency of the department
- *[Hidden or cut off in the screenshot]*

P4 V105 - Legal Case Specialist

Job Duck | Himalayas | all countries; us-based employer | $1,150–$1,220 per month

From the role summary: *"As a Legal Assistant, you will handle research, client communication, document preparation, and administrative coordination that keeps cases moving efficiently."* [1][2][3][10]

- *[Hidden or cut off in the screenshot]*
- Analyze case records, identify key facts, and assist attorneys with case development and investigations. [2][6]
- Communicate with clients, witnesses, and experts to obtain information and supporting documentation. [1]
- Assist with mediation, arbitration, and trial preparation, including damages summaries and case materials. [2]
- Track litigation and discovery deadlines, monitor case progress, and support overall case management. [5]
- Support litigation matters by coordinating service of process, preparing witness summaries, and organizing exhibits. [2]
- Draft discovery requests, prepare subpoenas, and assist with discovery responses and document productions. [3]

P5 V104-Legal Intake Specialist

Job Duck | Himalayas | all countries; us-based employer | $1,142–$1,220 per month

- Assist with additional intake-related and administrative responsibilities as needed. [2]
- Follow established workflows to ensure requests and tasks are handled consistently.
- *[Hidden or cut off in the screenshot]*
- Route calls and inquiries to the appropriate team members. [8]
- Provide a positive first impression through clear, courteous, and client-focused communication. [1]
- Gather and enter relevant information from prospective clients according to established intake procedures. [9]
- Make approximately 16 to 30 outbound calls per day, as needed. [1][8]
- Handle approximately 16 to 30 inbound calls per day. [1][8]
- Answer inbound calls and assist callers in a professional, friendly, and helpful manner. [1][8]
- Document calls, messages, intake information, and follow-up activities. [4]

- Enter, update, and maintain client and prospect information in Actionstep. [4][9]
- Follow up on outstanding requests when needed. [5]
- Document scheduling requests accurately and communicate changes to the appropriate team members. [7]
- Manage voicemails, return calls when appropriate, and communicate messages accurately. [1][8]

P6 V105 - Family Law Legal Assistant

Job Duck | Himalayas | not shown in screenshot; us-based employer | $1,150–$1,220 per month

- Perform additional legal and administrative duties as assigned [2]
- Assist clients from different countries and cultural backgrounds with respect and cultural sensitivity [1]
- Handle sensitive client and family information with confidentiality and discretion
- Maintain accurate records of client communications, case activity, and pending tasks [4]
- Support the electronic filing of pleadings with Oregon and Washington courts as assigned
- Proofread pleading drafts and save them for attorney review [3]
- Assist with preparing pleadings using approved Clio templates [3]
- Send appointment requests through Clio as assigned [7][9]
- Save email attachments and supporting documents in Dropbox [4]
- Review the firm's email inbox and route messages appropriately [1]
- Assign tasks and deadlines to cases according to established workflows [5]
- Manage and maintain client and case information in Clio [4][9]
- Convert prospective matters into active cases in Clio [9]
- Enter new referrals and prospective client information into Clio [9]
- Respond to referral emails from agencies in a timely and professional manner [1]
- Enter information accurately from client forms and supporting documents [9]

P7 V105 - Legal Assistant | Legal Assistant and Client Intake Specialist

Job Duck | Himalayas | all countries; us-based employer | $1,150–$1,220 per month

- *[Hidden or cut off in the screenshot]*
- Maintain a high level of accuracy and confidentiality when handling client and case information.
- Support attorneys and the legal team with additional legal projects as required. [2]
- Assist attorneys with general legal and administrative support. [2]
- Organize and maintain case related information and documentation. [4]
- Apply critical thinking to organize information and identify matters that may warrant further attorney review. [6]
- Maintain responsiveness and accuracy while supporting a high volume of new files
- Provide inclusive and compassionate support to LGBT individuals and families
- Track outstanding invoices and follow up as directed [5]
- Follow up with leads and maintain accurate status information [5]
- Follow up with prospective clients regarding pending representation agreements [1][5]
- Prepare and send representation agreements to prospective clients [1][3]
- Support the legal assistants with administrative and case management tasks [2]
- Monitor pending tasks and take initiative to ensure timely completion [5]
- Communicate with clients, agencies, and team members in a professional, empathetic, and reassuring manner [1]
- Review and finalize redlined contracts based on attorney instructions [3][6]
- Manage appointments and update all required fields in Clio [7][9]
- Maintain organized and accurate electronic client files [4]
- Assist with the preparation and management of real estate transactions [2]

- Ask appropriate follow up questions to identify important facts and details that may not initially be provided by the caller. [1][8]
- Conduct approximately 5 to 15 initial intake calls with prospective clients per day, with calls generally lasting 20 to 30 minutes. [1][8]
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- Prepare concise legal memos, summaries, and other written materials for attorneys. [3]
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- Return calls and conduct follow ups with prospective clients as needed. [1][5][8]
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- Provide a positive first impression of the firm and ensure prospective clients feel heard and supported. [1]
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P8 Global Legal Assistant

Amaro Law Firm | Jobgether | not shown in screenshot; Texas-based firm | pay not listed

- Draft first drafts of complaints for 10-20 new cases monthly using templates and documents [3]
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- Convert complaints into Requests for Admissions with high accuracy and consistency [3]
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- Draft and respond to motions, reducing attorney drafting time while ensuring all documents meet firm standards [3]
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- Conduct jurisdiction and procedural law research to support pleadings and legal strategies [10]
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P9 Legal Secretary

WOW Remote Teams | Jobgether | remote from anywhere | pay not listed ***From the role summary:*** *"support their growing legal team by managing daily administrative operations, coordinating communications, and helping ensure the smooth handling of legal matters"* [1][2]

- Answer and manage incoming phone calls professionally [1][8]
- Schedule appointments and maintain attorney calendars [7]
- Coordinate communications between clients, attorneys, courts, and third parties [1]
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- Prepare legal forms, documents, and transcripts from dictated notes [3]
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P10 Paralegal / Legal Assistant

Easy Outsource | Jobgether | remote from anywhere | pay not listed

- Review and analyze contracts, leases, and other legal documents related to real estate [6]
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- Provide accurate and timely legal advice and support to clients and team members [1]
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- Prepare, draft, and proofread legal documents, including contracts, agreements, and correspondence [3]
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Conduct legal research and stay updated on relevant real estate and property laws and regulations [10]

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3. Recurring skills and requirements

A skill is counted once per posting. The five in green appear in 7 or more of the ten postings and belong at the top of the CV and the service page.

Rank	Skill or requirement	How a posting words it	Count	Postings
1	**Written and verbal communication (English)**	*"Excellent verbal and written communication skills"* (P1)	**10 / 10**	P1, P2, P3, P4, P5, P6, P7, P8, P9, P10
2	**Relevant prior experience (legal, administrative, intake or customer service)**	*"Previous law firm or legal intake experience is preferred"* (P5)	**9 / 10**	P1, P2, P4, P5, P6, P7, P8, P9, P10
3	**Works independently, self-starter, shows initiative**	*"Ability to work independently while collaborating effectively with a team"* (P5)	**8 / 10**	P1, P2, P3, P4, P5, P6, P7, P8
4=	**Attention to detail and accuracy**	*"Exceptional attention to detail and commitment to accuracy."* (P4)	**7 / 10**	P2, P3, P4, P5, P6, P7, P8
4=	**Organizational skills and multitasking**	*"Strong organizational and time management skills"* (P6, P7)	**7 / 10**	P1, P2, P3, P5, P6, P7, P9
6=	**Technology proficiency and ability to learn new software**	*"Basic computer proficiency and accurate data-entry skills"* (P5)	**6 / 10**	P1, P2, P5, P6, P7, P9
6=	**Client-focused, customer service orientation**	*"Maintains a professional, courteous, and client-focused demeanor in all interactions."* (P4)	**6 / 10**	P1, P4, P5, P6, P7, P9
8=	**Confidentiality and discretion**	*"Ability to handle confidential information with discretion"* (P6)	**3 / 10**	P1, P6, P7
8=	**Empathy and compassion**	*"Empathy and compassion"* (P6)	**3 / 10**	P4, P6, P7
8=	**Spanish language (required in 2, welcome in 1)**	*"Excellent written and verbal communication skills in both Spanish and English;"* (P2)	**3 / 10**	P2, P6, P7
8=	**Remote setup (reliable internet and a quiet workspace)**	*"Must have reliable internet access and a suitable remote workspace"* (P6)	**3 / 10**	P6, P8, P9
8=	**Fixed US-time-zone working hours**	*"Working hours from 8:00 a.m. to 5:00 p.m. Pacific Time"* (P6)	**3 / 10**	P4, P5, P6

Tools named: Clio (P6); Action step or a similar CRM (P5); RingCentral or a similar VoIP system (P5, P7); Microsoft Outlook, SharePoint and Adobe Acrobat (P7); Dropbox (P6); Microsoft Office and Google Docs (P1); document management systems and standard productivity tools (P2, P7).

4. Responsibility tally and ranked list

Responsibility theme	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	Total
[1] Client and stakeholder communication	•	•		•	•	•	•		•	•	8 / 10
[2] Support attorneys and the legal team with administrative and legal tasks		•	•	•	•	•	•		•	•	8 / 10
[3] Prepare, draft and proofread legal documents		•		•		•	•	•	•	•	7 / 10
[4] Organize, file and maintain records and case documentation	•	•	•		•	•	•				6 / 10
[5] Follow-ups, deadline and task tracking			•	•	•	•	•				5 / 10
[6] Review and analyze documents or records to identify key facts, issues or risks		•		•		•	•			•	5 / 10
[7] Scheduling, calendars and appointments	•				•	•			•		4 / 10
[8] Answer, route and place phone calls	•				•		•		•		4 / 10
[9] Enter, update and maintain information in case management, CRM or database tools	•	•			•	•					4 / 10
[10] Legal research				•				•		•	3 / 10

Ranked list: top ten responsibilities by frequency

Rank	Responsibility	How a posting words it	Count	Postings
1=	**Client and stakeholder communication (calls, emails, correspondence)**	*"Communicate with clients, witnesses, and experts to obtain information and supporting documentation."* (P4)	8 / 10	P1, P2, P4, P5, P6, P7, P9, P10
1=	**Support attorneys and the legal team with administrative and legal tasks, including additional duties as assigned**	*"Perform additional legal and administrative duties as assigned"* (P6)	8 / 10	P2, P3, P4, P5, P6, P7, P9, P10
3	**Prepare, draft and proofread legal documents (pleadings, forms, memos, agreements)**	*"Prepare, draft, and proofread legal documents, including contracts, agreements, and correspondence"* (P10)	7 / 10	P2, P4, P6, P7, P8, P9, P10
4	**Organize, file and maintain records and case documentation**	*"Maintain organized and accurate electronic client files"* (P6)	6 / 10	P1, P2, P3, P5, P6, P7
5=	**Follow-ups, deadline and task tracking**	*"Track litigation and discovery deadlines, monitor case progress, and support overall case management."* (P4)	5 / 10	P3, P4, P5, P6, P7
5=	**Review and analyze documents or records to identify key facts, issues or risks**	*"Review and analyze contracts, leases, and other legal documents related to real estate"* (P10)	5 / 10	P2, P4, P6, P7, P10
7=	**Scheduling, calendars and appointments**	*"Schedule appointments and maintain attorney calendars"* (P9)	4 / 10	P1, P5, P6, P9
7=	**Answer, route and place phone calls**	*"Handle approximately 16 to 30 inbound calls per day."* (P5)	4 / 10	P1, P5, P7, P9
7=	**Enter, update and maintain information in case management, CRM or database tools**	*"Enter, update, and maintain client and prospect information in Action step."* (P5)	4 / 10	P1, P2, P5, P6
10	**Legal research**	*"Conduct jurisdiction and procedural law research to support pleadings and legal strategies"* (P8)	3 / 10	P4, P8, P10

Counts are out of 10 postings; ties share a rank. Also at 3 of 10, just outside the top ten: taking in prospective clients and referrals (P5, P6, P7); handling confidential information (P1, P6, P7); and court-facing tasks such as e-filing, service of process and courts (P4, P6, P9).

Three-sentence reflection

1. From my CV, I can already do six of the ten most frequent responsibilities: client and third-party correspondence, supporting attorneys with legal and administrative tasks, preparing and proofreading legal documents, organising case and compliance records, reviewing documents and pleadings for key facts and risks, and legal research.

2. The gaps are the tool-and-phone side of the role: entering and updating information in case management software such as Clio or Actionstep, handling intake and inbound or outbound calls, and managing attorneys' calendars and appointments.

3. The two skills I will learn first are Clio, because entering and updating information in case management, CRM or database tools appears in four of the ten postings and Clio is the platform named in the Family Law posting, and intake call handling on a VoIP system such as RingCentral, because phone work appears in four postings and RingCentral is named in two.