

JOB TITLE: Messenger

GENERAL PURPOSE:

To deliver/file various documents on behalf of the attorneys or their support staff, to perform routine office tasks, and to maintain the facilities in a neat and clean manner. This position functions under close supervision of the Messenger Supervisor. No subordinate personnel are assigned to this position. Working contacts include all attorneys and staff, courthouse personnel, etc.

ESSENTIAL JOB FUNCTIONS:

- Delivers/files court documents for the attorneys and other firm member
- Organizes supply room.
- Performs various mail room duties.
- Performs delivery and pick up of internal mail.
- Supplies the copy rooms with copy paper.
- Maintains kitchens, conference rooms, etc. in clean and orderly manner.
- Performs other duties as required.

QUALIFICATIONS:

- Must have a dependable car with at least liability insurance coverage.
- Must have a high school diploma or the equivalent of a high school education.
- Must be 18 years of age.
- Must have strong interpersonal communication skills.
- Must have excellent organizational skills.
- Must be able to handle highly sensitive and confidential information in a professional manner.
- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all times.
- Must be capable of maintaining regular attendance.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.