

## **LEGAL OFFICE RECEPTIONIST / OFFICE ASSISTANT**

We are seeking an experienced full time Legal Office Receptionist/Assistant for our busy law firm. The ideal candidate will provide professional clerical and administrative support for the office staff, paralegals and attorneys. Qualified candidates handle a high volume work load efficiently and accurately, in a fast-paced working environment.

### **ESSENTIAL JOB DUTIES:**

- Greets, welcomes and appropriately announces clients and other visitors to the firm.
- Provides building access as necessary.
- Answers and routes all incoming calls through the switchboard.
- Maintains attendance log and informs the appropriate personnel of reported absenteeism.
- Schedules conference rooms for client/office meetings as requested.
- Maintains a log of appointments and activities for the firm.
- Performs a variety of clerical duties.
- Revises and produces final correspondence.
- Coordinates office services and facilities maintenance tasks.
- Performs data entry when additional help is needed for main file room.
- Performs time entry assistance for attorneys, paralegals and law clerks.
- Performs data entry, prepares labels and envelopes for firm mail outs.
- Prepares name tags, place cards, invitations and other materials for firm events.
- Assists legal assistant(s) with monthly firm billing and mail when needed.
- Maintains confidentiality.
- Photocopies correspondence, legal documents, and other material as required.
- Opens and maintains files for attorneys. Becomes familiar with location of all files so that file copies of each document and/or letter can be directed to the appropriate assistant.
- Provides administrative support for attorneys when their legal assistants are absent and assists with overflow work as necessary.
- Performs other duties as required.

### **QUALIFICATIONS:**

- High school education or equivalent.
- At least one year on-the-job legal experience.
- Ability to type at least 60 wpm.
- Proficient computer skills and ability to operate a busy switchboard.
- Possess excellent spelling and grammatical skills.
- Strong interpersonal communication skills.
- A neat, professional appearance and demeanor and great attitude!

**Mitchell Williams is an Equal Opportunity Employer**