



IS GROWING!

ARE YOU AN EXPERIENCED LEGAL RECEPTIONIST LOOKING FOR A NEW OPPORTUNITY?

The ideal candidate is responsible for both the legal assistance expected by the attorneys and office manager and the front office protocols. They are as follows:

Legal Responsibilities:

- Client Confidentiality in this office and out is held to a maximum level
- Must be dependable and reliable
- Required to draft from Wills and Trusts work from basic editing procedure and simple criminal law forms, i.e., filing Appearances, etc.
- Must be proficient in Word, email and internet ability; proper spelling and grammar are essential
- Ability to multi-task successfully and follow directions
- Excellent organizational skills and attention to detail
- Have great communication skills with good enunciation
- Ability to handle multiple incoming phone calls and possess the ability to direct calls to appropriate person and/or take message
- Scan closed files

Front Office Responsibilities:

- Must be a team player with appropriate appearance and demeanor for the important position of the first impression clients get of our law firm;
- Possess a professional personal presentation for the front office;
- Front office protocol in welcoming incoming clients; answering and handling all incoming phone calls, transferring, message taking, setting appointments
- Be outgoing, high energy, friendly and willing to be a team player;
- Physical appearance of office, making sure front area is clean, ability to keep desk efficient for working

This full-time position in Taylor, MI, could be yours! Send your resume and cover letter to marlene@staverlaw.com