



## **Position Available**

May 16, 2018

### **Administrative Assistant II**

We are a small law firm with a focus on Wills, Trusts, Probate Law, and Elder Law. We are looking for an administrative assistant to learn the culture of our firm, and to become an effective part of our team.

#### **Primary Responsibilities:**

- Performs general clerical duties to include, but not limited to:
  - i. photocopying,
  - ii. scanning,
  - iii. faxing,
  - iv. mail distribution,
  - v. filing, and general office tasks
- Create and modify various documents using Microsoft Office and Word Perfect
- Maintain Outlook calendar(s) in current and accurate status.
- Coordinate meetings and conference calls as needed or anticipated.
- Answer phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner.
- Perform all other related duties as assigned.

#### **Requirements:**

- High school diploma/GED
- Previous office work experience

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**Assets:**

- Some college course work or business vocational school education preferred
- Previous experience in a legal environment preferred
- 3+ years of administrative support experience with increasing responsibility required
- Experience with WordPerfect.
- Experience with Quicken.

**Core Competencies:**

- Strong attention to detail and excellent organizational skills required.
- Must have the ability to multi-task in a fast paced and deadline driven environment.
- Must be able to maintain professionalism and a positive service attitude at all times.
- Ability to work well with diverse group of individuals.
- Ability to follow instructions.
- Strong communication skills.
- Must be able to work Monday to Friday, 8 a.m. to 5 p.m.

**Compensation:** Negotiable, based on training and experience

For more information about our business you can visit our website at, [www.LutzAttorneys.com](http://www.LutzAttorneys.com).

**To apply, attach a copy of your most recent resume with cover letter to an e-mail to:**

**[Lutz@Lutzattorneys.com](mailto:Lutz@Lutzattorneys.com)**