

KELLER LAW ASSISTANT JOB DESCRIPTION STERLING OFFICE 10 to 30 hours a week.

PRIMARY DUTIES AND RESPONSIBILITIES:

- *Legal Assistant:* Provides front desk and phone reception duties in a confidential and professional manner. This includes, in person, greeting and welcoming clients, assisting in gathering client initial intake information; answering multiple phone lines; responding to routine questions; looking up and providing referral information when needed; and, transferring calls as appropriate. Provides notary (or have an ability to become a notary) and witnessing services and is familiar with associated statutory requirements. Provide attorney and paralegal support by assisting with client follow-up phone calls, information and engagement letter tracking, reserve lodging, scheduling meetings and reserving conference rooms.
- *Records Management:* Learns and applies policies and procedures in maintaining, updating, and managing case files, including electronic records and hard copy originals, from opening through closing and file destruction. Enters client and court data into the case management database, which requires attention to detail; and, moves files to and from the closed file room in accordance with policy and procedure. Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail and entering data.
- *New Client Intake:* May be requested to assist with New Client Intake that entails completing Complete and update intake information in Clio Grow forms; and template intake. Potential client follow-up and confirm related information gathering for new clients. Refer out clients that the firm cannot take on. Update computer templates and forms. Ensure opening of client file within various electronic forms within records management system. Send and retrieve signed engagement letters for clients hiring the firm. Complete scheduling and preparation for initial client meetings

QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent (G.E.D.)

Preferred Qualifications:

- Experience in a law office or judicial system;
- General clerical and customer service experience;
- Notary or ability to obtain notary within one month of employment.

Knowledge (position requirements at entry):

- Basic administrative and clerical procedures and systems such as word processing, managing files and records, calendaring dates and reminders and other office procedures and terminology;
- English language, grammar, and punctuation;
- Basic math (addition, subtraction, multiplication and division);

Skills (position requirements at entry):

- Strong focus on client service;
- Ability to maintain client and office confidentiality;
- Ability to complete multiple tasks and assignments with frequent interruptions;
- Standard software applications such as, Microsoft Office Word, Excel, Outlook, Power Point, and internet browsers;
- Ability to learn and utilize Adobe Acrobat;
- Ability to develop and maintain effective working relationships with co-workers, court personnel, clients and client families, and public from diverse backgrounds;
- Ability to organize work flow and use time efficiently;
- Ability to show strong attention to detail;
- Ability to perform at high levels in a fast paced ever-changing work environment; and successfully adapt to changing priorities and work demands;
- Ability to anticipate work needs and follow through with minimum direction, follow up on own initiative;
- Operation of common office tools and equipment such as desktop computers, printers, scanners, and photocopiers;
- Effective communication skills both verbal and written, sufficient to exchange or convey information; includes receiving work direction.

This position is in person in Sterling Colorado office but has the opportunity for a 50% in person and 50% remote option upon successful training. Part-time: 10 to 30 hours per week, but at least 6 hours must be on Fridays. Pay depends on experience: \$16/hour to \$23/hour. Benefits include: 401K, performance bonuses and paid time off. To be considered, please enclose a letter explaining your qualifications for the job, hours per week preference (including any days of the week or preferred hours), salary requirements, and a resume. Please submit to Whitney Reid at wreid@kellerlawllc.com by August 22.