

Keller Law Executive Assistant

Full Time/Part-time

Are you looking for a job to fit into your schedule with great pay, ability to work remotely, and an opportunity for advancement? The executive assistant position is based out of the Sterling office with one day per week in person in Sterling but allowing the remaining hours to be worked remotely. The position can be either full-time or part-time. Opportunities for advancement to legal assistant, client services coordinator or paralegal. 401K match, paid time-off. Paid holidays for full-time employment (more than 32 hours/week)

PRIMARY DUTIES AND RESPONSIBILITIES:

- *Client Coordination:* Provides phone reception duties in a confidential and professional manner including returning client calls for senior attorneys to provide basic information and follow up for the senior attorney. Provides notary (or have an ability to obtain notary) and witnessing services. Assist senior attorneys in preparing for client meetings at the direction of the attorney.
- *Records Management:* Learns and applies policies and procedures in how to maintain, update, and manage case files, including electronic records and hard copy originals.
- *Scheduling:* Scheduling phone calls, video calls and in person meetings for attorneys both with clients and intra-office. Confirms client appointments, provides directions and follow-up for meetings. Reserve lodging, meeting and conference rooms.
- *Office Systems:* Track and report attorney continuing legal education requirements. Assist with service software providers for basic services such as updating voicemails, billing information and templates. Attends meetings and trainings as required including preparing for and scheduling the same. Compile reports and information for annual insurance applications.
- *New Client Intake:* Assisting in client intake, responding to routine questions, looking up and providing referral information when needed and, transferring calls as appropriate. Complete and update Clio Grow forms and template intake. Send and retrieve signed engagement letters for clients hiring the firm.

QUALIFICATIONS (Must be able to pass criminal background checks)

Education and Experience:

- High school diploma or equivalent (G.E.D.)
- Valid driver's license and mostly clean driving record (no DUIs, significant violations)

Preferred Qualifications:

- Experience in a professional or client services environment
- 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;
- Phone etiquette in answering and returning client calls.

Skills (position requirements at entry):

- Strong client service focus;
- 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, internet browsers and e-mail;
- 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, verbal and written, sufficient to exchange or convey information; includes receiving work direction.

For those seeking part-time, we require a minimum commitment of ten hours per week (employee preference as to hours beyond that). Open to “school year” or “seasonal” hours. Pay depends on experience: \$22.5/hour to 30/hour. To be considered, please enclose a letter explaining your qualifications for the job, location preference (in person or hybrid), hours per week preference with proposed schedule, salary requirements, and a resume. Please submit to Whitney Reid at wreid@kellerlawllc.com.