



Unruh Turner Burke & Frees Job Description

JOB TITLE: **Office Services Clerk**

DEPT. NAME: **Administration**

REPORTS TO: **Firm Administrator**

Primary Purpose of Position:

This performs a variety of clerical and administrative duties to support general law office operation.

Essential Functions and Responsibilities:

- Fill copy machines with paper at the beginning and end of each day. Troubleshoot copier jams.
- Restock refrigerators with soda, water and coffee creamer.
- Restock break rooms with supplies such as napkins, plates, utensils, etc.
- Track inventory of office supplies, kitchen supplies, soda, water and paper and notify Operations Support Specialist when supplies are running low.
- Process mail through postage meter.
- Take outbound mail to post office, retrieve inbound mail from post office and distribute.
- Deliver or retrieve packages at FedEx and UPS.
- Set up and clean up A/V, catering and beverages for meetings.
- Keep common areas tidy.
- Provide reception lunch coverage answering telephones and greeting visitors and serve as back-up for receptionist.
- Run errands for firm such as court filings, picking up and dropping off client documents and bank deposits.
- Deliver or retrieve documents to and from various locations (requires walking and/or driving).
- Verify, unbox and put away office supply orders.
- Assist with large mailings and print and copy jobs.
- Assist with scanning and purging of closed files.
- Serve as back-up to Operations Support Specialist for requesting files from offsite storage and opening new client/matters.
- Assist with client open house, setting up tables, picking up supplies and assisting with clean-up.
- Facilities duties including hanging artwork and diplomas in offices, assembling standing desks, task chairs, etc.
- Effectively work with attorneys, legal assistants, paralegals, support staff and Firm administration to provide support to the Firm.
- Other duties as required.

Competencies:

- Consistently exhibit a positive, “can do” attitude.
- Highly organized and detail oriented with an ability to prioritize and multi-task.
- Excellent interpersonal skills necessary to communicate in person, by telephone and email, and to follow instruction effectively from a diverse group of clients, attorneys and staff and provide information with courtesy and tact.
- Proficient with basic office and administrative software (Outlook, Word, Excel) with desire and ability to learn new software.
- Ability to contribute positively as part of a team, helping out with various tasks as required.
- Exhibit a professional demeanor, dress in business casual attire and be customer service oriented.
- Ability to operate standard office equipment such as computer, printers, scanners and copiers.
- Maintain attendance record in accordance with firm policy.
- These duties are subject to change as new systems, policies and procedures are implemented.

Required Education and Experience:

High school diploma. Professional office and/or customer service experience desired.

Position Type and Expected Hours of Work:

This is a full time, in-person position. Typical days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m., although periodic work beyond this timeframe may be necessary.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.