



Job description

JOB DUTIES:

This is a legal assistant/paralegal position in a law office, with receptionist duties as well. We are looking for someone to add to our team, who is confident, enjoys working with people, greeting prospective clients over the phone and in person. The ideal candidate should have a certificate and/or experience working as a legal assistant, paralegal, or receptionist in a law firm. Possibility for career advancement exists. You may be working at our Des Moines or Tacoma location as needed, position is full time.

Greeting Clients:

- Welcome clients and visitors with a professional and friendly demeanor.

Answering and Directing Calls:

- Professionally handle incoming phone calls, taking accurate messages and transferring calls to the appropriate staff members.
- Provide information and assist callers with inquiries.
- Schedule appointments for attorneys and other staff, ensuring efficient use of time.
- Coordinate and confirm appointments with clients, return calls as necessary.
- Follow up with clients; assist with intake.

Administrative and Legal Support:

- Provide general administrative assistance to attorneys
- Assist with document preparation, and filing as needed.
- Maintain calendars for attorneys; scheduling meetings, court dates, and deadlines.
- Apply your skills to prepare legal documents and perform legal assistant/paralegal duties.

Communication:

- Communicate effectively with clients, visitors, and internal staff.
- Relay messages accurately and promptly to the appropriate parties.
- Address and resolve issues or questions that may arise.
- Collaborate with other administrative staff to find solutions.

Client Intake:

- Assist in the client intake process by collecting basic information from clients and ensuring all necessary forms are completed.

QUALIFICATIONS

- Friendly outgoing personality, ability to engage prospective clients
- Proven experience as a receptionist, front desk, or legal assistant
- Excellent organizational and time management skills
- Strong attention to detail and ability to multitask effectively

- Proficient in using office software such as Microsoft Office Suite (Word, Excel, PowerPoint)- Familiarity with scheduling software is a plus.
- Strong written and verbal communication skills
- Ability to handle sensitive information with confidentiality
- Customer service-oriented mindset with a friendly and professional demeanor
- Ability to work independently as well as part of a team.
- Schedule initial consultations and appointments for clients with attorneys.
- Note: Experience in a law office setting or knowledge of legal terminology is strongly preferred. Please note that 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.

Job Type: Full-time, part-time also considered

Compensation: From \$27.00 per hour

How to Apply: Email: renee@marineviewlaw.com