Job Description
June 30, 2021

Our law firm is seeking a motivated, self-starter Case Support / Case Manager to join our growing company. In this position, you will be well-regarded and highly respected for your ability to work independently and in a team. Your positive attitude, willingness to learn, pursuit of excellence, and desire to contribute to the team will serve you well in this firm.

Welcome to our firm.

“How you do anything is how you do everything.”

• What that means to us is that we will come to rely on you by the level of follow-through and excellence that you demonstrate even on the most basic of tasks. Promotions and raises are directly related to your performance. We offer a competitive compensation package to new hires – and when excellence has been demonstrated, that package becomes generous. We are delighted to communicate the benefits package when we have invited you to the interview process.

“All hands on deck.”

• We are a growing firm; the number of clients we are privileged to serve is growing. This dynamic requires that we all pitch in from time-to-time to do what is necessary to serve our clients and each other better. Team-first is our attitude; we take personal responsibility for the work we contribute on each client matter.

We “do coffee.”

• And we’ll ask that you do, too. What that means to us is that you will prepare meeting rooms and greet each guest of the firm with professionalism, courtesy, and hospitality. We will expect that you escort guests to appropriate meeting rooms and offer to bring them a beverage, including coffee.

Our expectations of the Case Support / Case Manager include:

• Assisting the attorneys and paralegals with case-related administrative tasks.
• Utilizing CRM programs, cloud-based document management, and online communication technology.
• Tracking incoming faxes via email by saving and routing to the appropriate person(s).
• Overseeing mail and package deliveries – this includes scanning, sorting, and delivering incoming mail as directed by a supervisor, and scanning and preparing outgoing mail.
• Monitoring the front desk, greeting all guests, and directing them appropriately.
• Answering phone calls, directing calls to attorneys and fellow staff members, taking messages, and providing basic company information to callers and to walk-in guests.
• Answering emails and correspondences as needed.
• Running: more specifically, driving to the local courthouse to file various pleadings, driving to opposing counsel offices and other vendor locations to pick-up/drop-off items.
• Maintaining client confidentiality – always.

The following skills and qualifications have led to successful, long-term employment with our firm. Please consider applying for the Legal Assistant position if you have these skills and qualifications:

• Professional demeanor and a team player.
• Excellent written and verbal communication skills.
• Ability to execute tasks with minimum instruction.
• Associate or bachelor’s degree.
• Ability to self-monitor and work independently.
• A minimum of one-year prior office experience with receptionist responsibilities.
• Proficient skills in Microsoft Word, Excel, and Google Workspace (formerly G Suite) applications, as well as online video conferencing and similar team-training tools.
• Ability to operate a multi-line telephone system
• Ability to multitask and maintain organization.
• Excellent time management skills.
• Willingness to learn and grow with the company.

This is a full-time employment position. Benefits and wages are dependent on the position filled and the experience you bring to the position.

Applicants who are invited to interview will be required to complete a PRINT® assessment prior to the interview. The assessment will be paid for by this firm. For more information on PRINT® see paulhertzgroup.com/what-is-print/.

The date of employment will begin in July 2021; a more specific date will be communicated with the interviewees.

Please send your resume, professional references, and personal references to us through this site.

Job Types: Full-time, Part-time

Annual Salary: $33,000 - $40,000. DOE.