

Law Offices of Phelan Webber Pettis P.S.

Job Description: File Clerk - part time

Start Date: Immediate

We are searching for an energetic person who is at least 18 years of age and welcomes the opportunity to learn a variety of law office skills. Someone with good communication, organization and time management skills will thrive in this position. Hours are 1:00 pm - 6:00 pm, Monday through Friday. Hours are **not** flexible.

This position gives you the opportunity to be a vital and appreciated part of a law office team. Duties include day-to-day operation of the firm's cases and correspondence with clients, as well as maintenance of a professional office. Your tasks will include making copies, scanning, and mailing documents at the direction of legal assistants and attorneys; you will deliver the mail to the post office downtown before 5:30 daily. The office will require that you run errands in the Vancouver/Portland area as directed by the staff.

Your responsibilities also include: data entry projects, legal document maintenance, general housekeeping to provide a professional appearance of the firm's common areas, occasional walks with the law office dogs, and reception relief when necessary. Our file clerk conducts important tasks at the courthouse and auditor's office and acts as a witness during office signing appointments. File closing and archiving files will be your responsibility as client matters are completed. Daily filing, form updating, a variety of administrative support tasks and miscellaneous database projects fall under your responsibilities as well. Timely completion and followup of responsibilities is vital.

A dependable car, a valid driver's license, current liability insurance, and financial stability to obtain surety or notary bond is mandatory, as well as Windows computer proficiency. Ability to routinely lift and carry a minimum of 25 pounds is required.

This is a great job for someone in a paralegal training program looking to gain experience in a law firm or someone seeking a legal assistant career in need of a start. It requires a smart, flexible person, with a desire to be a part of a legal team. We especially need a person who is a quick learner, likes variety, is able to work independently and is pet friendly. We are four blocks from Clark College.

If you are interested or know of someone who may be interested please pass this announcement along. Resume, complete job history and a list of three references should be submitted in .pdf format.