

Law Offices of Phelan Webber Pettis P.S.

Job Description: Receptionist

Start Date: Immediate

General Description: Busy three attorney law office has a full-time position available involving a variety of reception, administrative assistant and legal secretarial duties. This position provides an opportunity for you to be a vital and appreciated part of a law office team.

Position duties to include: greeting clients, answering phones, using our database system for messaging, processing mail and email, coordinating calendars, preparing prospective client packets, ordering supplies, implementing marketing project plans, and assisting attorneys and other law office staff. Duties may also include dictation, proofing legal descriptions, following up with clients on needed information, word processing to include form development and document production, copy projects, acting as a witness, and miscellaneous data base projects.

Experience: Requires a person who loves interacting with people, learns quickly, likes variety, multi-tasks well, and is able to work independently, but enjoys being part of a team. Prefer someone who has strong computer skills, a minimum of six months law office experience, and is pet friendly. Law office relies heavily on a database (TimeMatters) for all tasks. If not used to working with a database or not enthusiastic about learning, please do not apply. A dependable car, a valid driver's license, current liability insurance, and financial stability to obtain surety or notary bond is mandatory. Must enjoy working with seniors and persons with disabilities.

NOTE: Law office is located near downtown Vancouver just off I-5. Free on street parking.

Required Hours: This position is 8:00 am to 5:00 pm Monday through Friday, with one hour for lunch. The hours are not flexible or negotiable.

To Apply: Please submit a cover letter explaining why you would be a perfect match for this position, a resume, complete job history, and list of references in PDF format. If you are unable to submit in PDF format, please explain.