

File Clerk - Job Description

Summary:

The File Clerk role requires outstanding skills, attention to detail and the ability to work independently.

Essential Duties and Responsibilities*

- Opening and closing client files
- Daily document filing and maintenance of client files
- Creating client binders and/or pleading boards
- Maintaining electronic file room
- Handling requests for on-site and off-site client files
- Back-up secretarial coverage when someone is out of the office
- Manage office file/records system
- Archive documents at conclusion of case or project

Skills and Competencies

- Ability to take initiative and use good judgment
- Work effectively with all levels of the organization
- Recognize confidential, sensitive, and proprietary information and maintain such information as confidential
- Excellent oral and written communication skills
- Possess good problem-solving skills
- Filing is required and this would entail the ability to lift files, open filing cabinets and bend or stand as necessary up to 10 lbs.
- Proficient with Windows based software, Microsoft Office, Worldox, and Juris.

Qualifications and Prior Experience

- Position requires a high school diploma
- Proficiency with Windows-based software, Microsoft Office Suite applications
- Ideal candidate will have experience with filing in a law firm or similar office environment

*This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

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