

CASE CLERK JOB POSTING

Job Title: Case Clerk
Reports To: Director of Administration, with dotted line to assigned Paralegal(s)
FLSA Status: Non-exempt
Full/Part Time: Part Time

SUMMARY: Lloyd Gosselink Rochelle & Townsend, P.C. is searching for a Case Clerk to assist the Firm's attorneys in the provision of legal services. The ideal candidate will primarily assist Support Staff with filing, document scanning, and other various tasks as assigned. Attorneys may provide assignments depending on experience and ability.

JOB RESPONSIBILITIES

- Add new material to hard-copy records as well as scan electronic files in to the Firm's document management system (DMS), and create new records as necessary
- Find and retrieve documents and information in response to requests from authorized users.
- Assist with projects as needed by practice group team.
- Maintain timesheet of time spent on client-matters

JOB REQUIREMENTS

- AA or Bachelors, or working toward degree.
- Detail oriented
- Demonstrate excellent verbal and written communication skills
- Ability to work in a fast-paced environment
- Team player
- Ability to maintain confidentiality of sensitive client matters
- Excellent time-management
- Ability to work with little or no supervision
- Intermediate computer skills required, particularly in the Microsoft Office suite
- Lift up to 25 pounds

PREFERRED QUALIFICATIONS

- Prior experience in a law firm

Lloyd Gosselink Rochelle & Townsend, P.C.

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