

**JOB DESCRIPTION**

<b>TITLE</b>	<b>Receptionist</b>
GRANT	LSC
GRANT PERIOD	January thru December
FLSA	Non-Exempt
REPORTS TO	Managing Attorney

**BROAD PURPOSE**

Law firm receptionists are responsible for greeting clients, answering all phone calls, and sorting mail. Receptionists work regular daytime office hours, 8-5pm. Law firm receptionists primarily report to the office manager, though they may be given tasks to complete by all the lawyers, paralegals, and Volunteers who work at the law firm.

**PRIMARY OBJECTIVES**

- Greet clients and visitors with a positive, helpful attitude.
- Schedule appointments, maintain appointment calendar and deadline reminder systems, and routing clients
- Maintaining and scheduling conference rooms.
- Maintaining the waiting area, lobby or other public areas attractive.
- Ordering supplies.
- Scanning, photocopying, faxing and filing documents
- Collecting and routing mail and hand-delivered packages
- Assisting with a variety of administrative tasks including copying, faxing, note taking and making travel plans.
- Sorting and distributing mail.
- Screens clients for eligibility and case conflicts.
- Interviewing clients, verifying intakes thru Kemps, and maintaining client files.
- Manage caseloads and Maintains adverse party and client catalogues.
- Write, edit, and finalize correspondence, memoranda and other legal documents.
- Conduct legal and factual research. Cite checking.
- Observe confidentiality of attorney-client relationship.
- Maintains staff destination log.
- Keeps reception area orderly and maintains bulletin boards and pamphlet displays.
- Ensures that one person is designated to be responsible for switchboard duties in the receptionist's absence.
- Performs legal secretary duties as assigned.
- Performs other duties as assigned.

**QUALIFICATIONS**

- A high school diploma or equivalent.
- Must be able to communicate and interpret effectively in English and another appropriate language.
- Prior experience as a receptionist or in related field.
- Consistent, professional dress and manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good Time Management skills.
- Experience with administrative and clerical procedures.
- Able to contribute positively as part of a team, helping out with various tasks as required.

**ACKNOWLEDGMENT**

*I have received this job description and have determined that it accurately reflects the position and I can perform these duties.*

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Print Name Signature Date