**Position Title:** Junior Legal Office Assistant

**Summary:** The Junior Legal Office Assistant is an Entry Level position designed to support day-to-day operations of a legal office by performing administrative tasks and ensuring high quality customer service for clients.

**Job Description**

* Handle incoming calls and other communications.
* Photocopy, scan and file documentation
* Recording information as needed.
* Greet clients and visitors as needed.
* Word processing
* Help organize and maintain office common areas.
* Perform general office clerk duties and errands.
* Aid with client reception as needed.
* Enter information into databases.

**Requirements**

 Familiarity with legal terminology

 Excellent organizational and multitasking skills

* Basic Word processing skills

 Customer-oriented communication skills

 High school diploma