

## **FILE CLERK / ADMINISTRATIVE SUPPORT**

Cosgrave Vergeer Kester LLP seeks a self-starting file clerk with excellent communication skills to support our attorneys and staff. Competitive candidates will need recent and relevant office support and/or customer service experience. Duties include working with our attorneys and staff to maintain legal files, and provide administrative support as required. Your excellent written and oral communication skills will contribute to your success on our busy team.

### **The ideal candidate will:**

- Be a highly organized and detail-oriented self-starter, who is able to work independently, keep track of information, deadlines, and prioritize work flow accordingly.
- File all case related materials in chronological order in the correct section of the file for assigned area of office within a one-two week cycle.
- Scan all marked documents and file them electronically in NetDocs.
- Periodically review and reorganize paper case files to ensure that all the documents are in proper order.
- Verify accuracy of directions received from various staff members.
- Prepare indexes for large pleading documents.
- Back up and support Administrative Group team members as directed, including but not limited to mail distribution, coffee service, conference room maintenance, errands and regular back-up of reception duties.
- Be able to use computer software, fax and copy machines.
- Be proficient in Microsoft Office: Excel, Word, and Outlook. Working knowledge of ProLaw and NetDocs desirable.
- Perform other tasks as directed.

### **Why join us?**

If you want to be part of a well-established and growing law firm, and be part of a close-knit group, then this is the place for you! We offer a fast-paced, team-oriented and fun work environment with competitive compensation and a generous benefit package including medical, dental, life and disability insurance, 401k, paid time off and more.

Cosgrave is an equal opportunity employer. We welcome all applicants and strive to provide a workplace in which all employees feel included, respected, and valued.

If you meet all of the above qualifications, please complete and employment application (located on our website at <http://cosgravelaw.com/careers> ), and send it along with your resume and cover letter to [humanresources@cosgravelaw.com](mailto:humanresources@cosgravelaw.com). Applications must include all documents for consideration.