



JOB DESCRIPTION

OFFICE SERVICES CLERK

FLSA: Non-Exempt
Department: Administration
Reports To: Operations Manager
Approved on: August 4, 2022

Newmeyer Dillion is a multi-service law firm that provides both litigation and transactional representation. The Firm has gained national recognition for its construction and insurance work, the firm provides representation in a comprehensive range of practice areas including: business and real estate litigation, real estate and corporate transactions, labor and employment, land use and eminent domain, environmental, entertainment and cyber security. This position will be based out of the firm's Newport Beach office.

Essential Duties and Responsibilities include, but are not limited to:

CLERICAL

- Provide support with billable and non-billable tasks as delegated by paralegals, attorneys and other administration departments.
- Assist in filing, indexing, sorting, scanning, photo copying, organizing, tagging, and labeling, in addition to preparation and assembly of documents.
- Learn, understand and utilize the firm's document management software.
- Work through direct tasks/projects prioritizing attention to detail.
- Create, revise and proofread documents with high accuracy.
- Prepare and or revise matrices, assist with trial preparations, and complete filing and indexing with accuracy.
- Handling sensitive and/or confidential documents and information.
- Performs filing duties, which may include "purging" and archiving old documents using our document management system as requested.
- Provide excellent customer service internally and externally.

OFFICE SERVICES

- Runs high volume/production copy machines and performs binding and finishing work. Ensures convenience copiers are working properly, checking for quality via daily inspections.



OFFICE SERVICES CLERK

OFFICE SERVICES (CONT.)

- Perform basic equipment troubleshooting and escalate calls to technicians.
- Supports IT department in the setup of equipment as required.
- Performs duties of scanning and /or imaging documents.
- Will be required to support Reception services on a regular basis, as needed or by direction.
- Receive and sort mail as directed.
- Distributes office supplies, fax transmissions and mail to company personnel and/or designated drop-off points as required.
- Delivers completed jobs as directed by requestor.
- Maintains metrics and records for management reports and inventories of supplies needed.
- Assist with all firm functions and holiday events including setup and breakdown.
- Uses paper cutter, hole punch, binding equipment, jogger, tape machine, stackers, electric stapler and scales in completion of various jobs contracted.
- May be asked to completes daily parcel / runs.
- Assist with the training of new office service staff as needed.
- Assist with occupant moves.
- Perform errands runs.

HOSPITALITY

- Perform regular walk through of the firm floors to inspect the appearance and provide immediate upkeep attention to all common areas such as, kitchen areas, convenience copy area, conference rooms, pantry, and reception area.
- Ensure all common work spaces are stocked and ready for use.
- Assist with event and meeting setups based on the direction of the conference room calendar.
- Conduct new hire orientation welcome tours as needed.
- Ensures new hire and visiting offices are well equipped and cleaned prior to arrival time.
- Exhibit excellence in customer service and ability to serve others.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education/Experience Requirements

- Requires high school diploma or GED and 1-2 years of related work experience.
- Valid driver's license and minimum levels of auto insurance coverage at all times.
- Demonstrate competency in basic computer skills including proficiency in MS Office Suite.

Knowledge, Skills and Abilities

- Interpersonal skills necessary in order to communicate in person or by telephone and email, and follow the instruction effectively from other members of our staff and provide information with ordinary courtesy and tact.
- Ability to concentrate, focus on details when performing assignments and identify missing information.
- Ability to multi-task with various assignments and tasks, including ability to prioritize effectively.
- Ability to organize documents (alphabetical or numerical) and file with accuracy.
- Ability to locate and retrieve necessary documents as needed, which requires some degree of problem-solving.
- Completion of tasks in a timely fashion to meet deadlines and effective time management.
- Ability to file, index, photocopy, scan and enter data on matrices with high accuracy.
- Proficiency in Microsoft applications, including Word, Excel, PowerPoint and Outlook.
- Proficiency in, and ability to use, standard office equipment, including but not limited to telephones, personal computer, photocopy machine, fax machine, binding machine, and Equitrac.

Physical Environment and Working

Conditions

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Normal office environment with little exposure to excessive noise, dust and temperature extremes.
- This position routinely uses standard office equipment such as computers, phones, multi-function devices (copier equipment, fax, postage meter, and scanning machines), and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Lifting of 10 pounds or less is required on a regular basis, with some lifting of up to 50 pounds.
- Work may require more than 40 hours per week to complete the essential duties and primary responsibilities of the position.