

GENERAL OFFICE CLERK

McNaul Ebel Nawrot Helgren is a highly respected Seattle law firm formed in 1995 by a group of attorneys known for rigorous and successful representation of clients. Our attorneys have established exceptional reputations in the local, state, and national legal communities by handling some of the most highly visible and complex commercial litigation, real estate, and business transactions in the country. We produce high level work, foster intellectual legal minds, and provide opportunities for promising individuals.

We are currently in search of a general office clerk to contribute to our administrative team. The ideal candidate will have one or more years of experience serving a variety of functions in a law firm setting. This individual must be tech savvy, friendly, professional and well-spoken, and will need excellent judgment and a positive attitude.

The administrative team provides clerical support to our legal departments. As a member of the admin team, the office clerk will be assigned with a variety of general tasks, including records management (under the direction of legal staff), and back up to other admin staff. Responsibilities include, but are not limited to:

- ❖ General office requests (e.g. running errands to courthouse, picking up lunches, etc.)
- ❖ Serve as an assistant to firm management
- ❖ Provide basic helpdesk support
- ❖ Maintaining Microsoft Access records database
- ❖ Locate files and boxes
- ❖ Communicate with legal staff re the destruction/retrieval of files
- ❖ Coordinate with vendor re the retrieval of files
- ❖ Schedule boxes to be sent off site
- ❖ Inventory and submit disposition paperwork for files and boxes
- ❖ Serve as primary back-up to receptionist/librarian, and administrative services
 - Provide phone coverage during receptionist's breaks and lunch and days off
 - Provide full day coverage, including mail routing and kitchen clean up during our administrative services clerk's days off
 - Maintain records of new publications, in hard copy and digital form
 - Insert supplements into corresponding books
 - Maintain records of library invoices and account statements
 - Update library map

A college degree is preferred but we will consider truly outstanding applicants with all of the aforementioned qualities.

Applicants should submit a letter of application and resume to Susan Little, Director of Human Resources, 600 University St., Suite 2700, Seattle, WA 98101, or Slittle@mcnaul.com.

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