

Law Office File Clerk/Receptionist

Carmel & Naccasha LLP – San Luis Obispo, CA

694 Santa Rosa Street, San Luis Obispo, CA 93401

hr@carnaclaw.com

\$20 - \$24 an hour / Full-time / In person

We are seeking a personable, detail-oriented, and organized individual for the dual role of File Clerk and Receptionist at Carmel & Naccasha LLP. This position mainly focuses on file clerk duties four days a week, with receptionist responsibilities on Fridays, offering valuable experience in both areas while interacting with clients and staff.

Key Responsibilities

File Clerk:

- Maintain and organize both physical and electronic files according to established procedures.
- Create new files and update existing files as necessary.
- Ensure documents are properly labeled, indexed, and filed for easy retrieval.
- Retrieve files upon request from attorneys, paralegals, or other staff members.
- Help manage document systems for accurate record keeping.
- Prepare and file documents with courts or agencies as needed.
- Assist with preparing documents for mailing, and process incoming mail.
- Maintain spreadsheets tracking court filing and mailing costs, and process end-of-month costs incurred by the file department.

Receptionist:

- Greet clients and visitors to ensure a warm and welcoming atmosphere.
- Professionally answer and direct phone calls, including intake calls from potential new clients.
- Conduct and document client intake interviews and conflict checks, and follow up internally to ensure timely processing.
- Monitor and maintain conference room reservations, preparing the space between meetings.
- Handle incoming and outgoing mail, packages, and deliveries.
- Order office supplies, services, and goods as requested.
- Assist with administrative tasks to support the legal team.

Qualifications

- Ability to maintain confidentiality and professionalism at all times.
- Excellent organizational skills and ability to prioritize tasks effectively.
- Proficiency with document management systems and Microsoft Office.
- Attention to detail and accuracy in file maintenance.
- Strong communication, administrative, and clerical skills.
- Ability to work independently and as part of a team.
- Previous experience in a receptionist or administrative role is preferred; law firm experience is a plus.

Our File Clerks and Receptionists are essential to daily operations. The ideal candidate is punctual, reliable, personable, and able to work with minimal oversight. If you have a passion for organization and are motivated to contribute to our success, we invite you to apply.

Benefits

- Medical, dental, and vision insurance
- 401(k) retirement plan
- Paid sick leave, holidays, and vacation
- Opportunities for career growth

Job Type: Full-time, non-exempt

Pay: \$20.00 - \$24.00 per hour

Schedule: 8-hour shift (8:30 a.m. to 5:30 p.m.), Monday to Friday

Only qualified candidates will be contacted for an interview: hr@carnaclaw.com.