

Job Description – Runner**Summary of Responsibilities**

Runners are part-time temporary or permanent assistants in the Firm who assist staff and attorneys with a variety of duties including picking up and delivering legal documents from lawyers' offices, courts and official institutions. Runners handle confidential and sensitive legal documents that often require timely delivery. Runners maintain positive contact with clients, staff, attorneys, coworkers and observe strict confidentiality of all client and Firm matters.

This position reports to the Administrative Assistant.

Key Responsibilities

- Take and receive legal files from other law firms and deliver legal files to court houses and other related official entities.
- Run errands as necessary.
- Deliver daily bank deposits and US mail.
- Relieve receptionist and act as a backup to receptionist as needed.
- Make small repairs around the office as necessary.
- Travel to purchase meals, supplies or other related items upon request.
- Perform clerical tasks such as making copies of documents, distributing mail among other legal staff, cleaning, inventory paper for copiers, stocking the kitchen area and mailing letters, and assist with client or Firm meal preparations.
- Assist in documenting deposits made against client accounts.
- Assist with large projects.
- Must possess a valid driver's license, proof of insurance coverage and reliable transportation.
- Other duties as assigned.

Required Knowledge, Abilities and Skills

- General knowledge of PC applications and email.
- Focus on customer needs and Firm support functions.
- Strong attention to detail and excellent organizational skills required. Takes direction from others and demonstrates initiative to act independently.
- Must have the ability to multi-task in a fast paced and deadline driven environment.
- Requires a professional, cordial demeanor, excellent communication skills, and the ability to effectively handle multiple demands with poise. Must be able to maintain professionalism and a positive service attitude at all times.
- Interpersonal skills necessary to effectively communicate in person, email and telephone.
- Ability to operate standard office equipment and PC software such as MS Word and Excel.
- Ability to drive to offsite facilities for delivery, shredding, organizing files in storage, pick up items or completion of work related tasks.

Physical Work Conditions and Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to speak and hear. The employee is required to sit, stand, walk; frequently use hands and fingers; and reach with hands and arms.
- This position requires the ability to occasionally lift up to 50 pounds or more depending on particular projects.

Professional Certifications and Credentials

- High school diploma or equivalent.
- Bilingual (English/Spanish) is highly preferred, but not required.

For immediate consideration, please send a cover letter, resume, and at least two references to Caitlin James at cjames@remboltlawfirm.com. For questions, you may call Caitlin at (402) 475-5100 ext. 397.