

Position Description

FILE/MAIL CLERK

Location: Troy, MI

Employment Type: Full-Time

Employment Area: Production Department

Job Summary:

A File/Mail Clerk is responsible for assisting with the day-to-day production tasks.

Primary Duties and Responsibilities:

- Opening and sorting mail;
- Scanning documents;
- Copying documents;
- Maintaining electronic filing system;
- Mail correspondence to courts, attorneys, customers and clients;
- Prepare pleadings for filing;
- Assist paralegals;
- Promote the firm's vision and Mission;
- Meet and exceed company and client goals;
- Comply with all federal, state and local regulations; and
- Comply with all office policies and procedures.

Knowledge, Skills and Abilities:

- Ability to read, write and speak fluent English;
- Ability to use standard office equipment including a computer, keyboard, copy machine, scanner, phone system and calculator;
- Basic typing skills;
- Ability to multitask;
- Aptitude to be self-motivated; and
- Desire to work with others in achieving company and client goals.

Minimum Education and Experience Requirements:

- At least a high school diploma or GED required;

Other Work Requirements:

- Successfully pass pre-employment testing including criminal background check, credit check and drug testing.

Compensation and Benefits:

- Competitive hourly rate based upon experience;
- Competitive medical, prescription, dental and vision insurance, the cost of which is shared between the firm and the employee;
- Life insurance fully paid by the firm;
- Long-term disability insurance fully paid by the firm;
- 401(k) Qualified Retirement Plan, with a \$500 yearly employer match; and
- Section 125 Plan.

Perks:

- 17 firm paid vacation days annually;
- 7 firm paid holidays per year;
- Wheel of Fortune events with a chance to win cash and gift cards;
- Holiday Party featuring a raffle with over \$3,000 in gifts;
- Free Starbucks Coffee;
- Free Popcorn;
- Free bagels on Fridays;
- Concert and sporting event ticket giveaways; and
- Casual dress days where jeans are encouraged.

Email resumes to: careers@weberolcese.com

We will not accept any resume submissions by unsolicited third-party agencies. We are not responsible for any fees associated with any unsolicited resumes.

We provide equal employment opportunity and advancement without regard to sex, race, color, religion, age, physical or mental disability, national origin, marital status, height, weight, veteran status or other legally protected condition except where one of the above factors is a bona fide condition or qualification for the job. All decisions relating to recruiting, hiring, training, compensation, benefits, advancement and all other conditions of employment are made in accordance with principles of equal employment opportunity for all and will be administered solely on the basis of each individual's experience, qualifications, performance and other job-related factors.