



## Mail Support

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Full time position in Firm Mail Department assisting with the opening and processing of all incoming mail to the Firm. This position will entail learning the various legal documents and the proper processing of all documents in our Collections System. You will work with our team and interact with various departments each day. This position may also include trips to court to obtain/file documents; to the USPS; and to banks, as needed.

### **Primary Responsibilities:**

- Sort, scan and process legal and other documents received via mail, fax and email.
- Processing Bank and Post Office trips
- Processing Hearing notices
- Backup for the receptionist
- Assist with additional assigned support staff tasks as time permits
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

### **Qualifications and Requirements:**

- **Education:** High school or equivalent
- **Experience:** Experience in Legal Industry beneficial
- **Computer Skills:** Strong computer skills: Familiarity with Windows Operating System and Microsoft package.
- Excellent organizational, reading, and writing skills
- Ability to work with little supervision and with team members
- Ability to work in fast paced department
- Handle multiple tasks
- Must be able to lift up to 40lbs

*Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.*

***KWA IS AN EQUAL OPPORTUNITY EMPLOYER:*** Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.