



Copy Clerk

The Copy Clerk will be responsible for managing and executing copying, scanning, and document-related tasks to ensure that the firm's legal documents are processed and organized accurately and promptly. The ideal candidate will have strong organizational skills, the ability to handle sensitive information with confidentiality, and a keen attention to detail.

Primary Responsibilities:

- Copy, scan, and print legal documents as requested by attorneys and legal staff.
- Preparation of court filings, including the assembly of exhibits and ensuring documents meet court formatting requirements.
- Handle all documents with the utmost confidentiality and in compliance with the firm's policies and relevant legal standards.
- Manage outgoing mail and ensure handling in a timely manner
- Use a folding machine and meter outgoing mail
- Manage filing system and logs
- Replace paper and toner for printers
- Escort visitors through the office
- Provide assistance with special projects or other administrative tasks as assigned by the office manager or other supervising staff.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

Qualifications and Requirements:

- High school diploma or equivalent
- Understanding of legal document formats and terminology is preferred.
- Excellent organizational skills
- Handle multiple tasks
- Working knowledge of Word, Excel and Outlook
- Must be able to lift up to 35lbs

Great work environment and attractive benefits package including health, FSA, HSA, 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.