

Receptionist

Albright & Jones Law Offices
Red Bluff



Wage: \$12.00 - \$15.00 per hour DOE to start, evaluation after 90 days

Hours: Monday – Thursday: 8:00am – 5:00pm, Fridays: 8:00am -3:00pm

Benefits: After 90 days: Medical, 13 paid court holidays, and sick leave

Qualified candidates must have:

- Bilingual in English and Spanish is a plus
- Attention to detail with keen observation skills
- Excellent time management and strong organizational skills
- Impressive communication skills
- Must possess excellent judgment and make important decisions within the scope of their duties on a daily basis
- A working knowledge of office procedures and strong keyboard skills (working within specific software – employer will train)
- Must have excellent phone and computer skills and must be able to effectively perform a number of routine tasks at a moment's notice

Job Duties:

- Arranging for the delivery of legal paperwork
- Typing correspondence and legal paperwork
- Scheduling, coordinating and confirming court dates, appointments, and meetings
- Maintain calendars and schedules
- Arrange for the filing of court documents

Deadline to Apply: ASAP

To Apply:

Submit resume with a completed standard application resume and cover letter direct to a JTC Staff person and ask for an initial prescreen interview.