



Our attorneys have earned a reputation for outstanding legal services to clients. We are well established in the legal community and have an excellent reputation with the judiciary as well as with other attorneys. We keep abreast of changes in the law; we are readily accessible; and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

The Norfolk office of Kaufman & Canoles is seeking a full-time **Records Clerk** to provide attorneys and staff with administrative support. Candidates should possess a high school diploma or equivalent; some college experience is preferred. Law firm experience is desired. Must have exceptional attention to detail, proofreading and analytical skills, and the ability to lift 25 lbs on a daily basis. Proficiency in Microsoft Office 2016 is required. The position requires someone who is able to work well as part of a team and who can also stay motivated while working independently.

RESPONSIBILITIES:

- File creation and file maintenance.
- Bar-code tracking.
- Records retention.
- File destruction.
- Maintain firms docketing system.
- Identify unnamed mail and faxes.
- Provide conflict resolution.
- Completes other projects in the Records Department as assigned by the supervisor.

QUALIFICATIONS:

- High school diploma or equivalent required.
- Exceptional organizational skills, strong ability to multi-task and attention to detail.
- Ability to work successfully within a team environment.
- Operational knowledge of standard office equipment including copier, scanner, and telephone.
- Excellent communication and writing skills
- Proficient in Microsoft Office 2016 and Outlook.
- Ability to routinely lift, carry, push, pull, slide materials weighing up to 25 lbs.

BENEFITS:

We offer a competitive salary and a comprehensive benefits package. Benefits include: medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.