

Part-Time to Full Time Administrative Assistant

We are a “think outside the box”, Woman and Black-owned law firm seeking a highly-motivated, organized, and personable candidate to support the operations of our Macon, GA office. Our firm prioritizes compassionate customer service and a spirit of excellence as we help our clients prepare wills and trusts; settle the estates of a loved one has died; manage inherited land (heirs' property); develop a firm foundation for their small businesses; and protect family-owned farms.

This will start as an in person part-time position with the likelihood of becoming a full-time position. A flexible schedule with occasional opportunities to work remotely will be available. Some travel within the state of Georgia will be required for this position, as Attorney McClendon will need support at off-site events.

Our firm prides itself on delivering an excellent work product for our clients while also maintaining a pleasant, collaborative environment amongst office staff. This position is ideal for someone who loves to help others thrive and enjoys creating solutions for day-to-day challenges.

Critical Skills

The ideal candidate will have the ability to develop and maintain systems and processes, manage multiple projects at a time, learn and utilize new software, and find solutions to everyday and unique challenges. Experience in providing administrative support is critical to this role. The candidate must have strong written and verbal communication skills. Proficiency in using the Microsoft Office Suite is required. Our firm also uses Lawmatics, Smokeball, DecisionVault, WealthCounsel, ElderCounsel and RingCentral, so familiarity with these programs will be considered a plus.

Duties and Responsibilities

- Support attorneys and other team members with day-to-day administrative and office needs
- Manage the general firm calendar and the calendar for the Founding Attorney
- Assist with developing and maintaining systems for the effective management of physical and digital client files
- Prescreen attorney emails
- Prescreen attorney phone calls and maintain messages
- Pull reports from internal software systems for attorney review
- Draft letters and other correspondence on attorney's behalf

- Handle mail, courthouse runs, and other errands as needed
- Greet in person clients and guests and offer refreshments and materials needed for meetings with attorney
- Handle incoming and outgoing mail and keep a log of items that come in and out
- Print, assemble, scan, and file letters and documents as needed
- Prepare and send out post-consultation follow up correspondence, engagement letters, and invoices/payment links
- Notarize and/or witness documents for client document signings
- Assemble pleadings for filing
- Organize and maintain office supply inventory
- Conduct limited research to support the work of the attorney and the firm in general
- Support attorney at workshops and community events and handling tasks such as room set up, registration, and manning vendor tables.

Requirements

- Warm and welcoming personality
- Has a heart for the Macon/Middle, GA and its people
- Notary public or willing to become one immediately upon hire
- Reliable transportation
- Tech savvy and able to learn new technology programs quickly
- Commitment to protecting client information and maintaining confidentiality
- High degree of honesty and integrity
- Proficient in using Microsoft Office Suite
- Strong writing and communication skills
- Naturally organized and able to maintain organization systems for others
- Have a “can do” mindset
- Committed to the firm’s mission of promoting racial equity and increasing the capacity of Black families to build and transfer wealth

Benefits: We are building an environment that makes our staff excited to come to work, and you will be a part of that process. We offer competitive pay and opportunities to work remotely on occasion. We are a growing law firm and will offer opportunities for you to grow with us. Additional benefits will be made available in the near future.

Interested candidates should send a cover letter, resume, and list of references to info@mcclendonlawoffice.com for immediate consideration. In your cover letter, please tell us why you would be a great fit for this firm and describe one of your “super powers.” Please **do not** call for information.

McClendon Law and Consulting, LLC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. McClendon Law and Consulting, LLC makes hiring decisions based solely on qualifications, merit, and business needs at the time.