JOB POSTING – OFFICE ASSISTANT

ADAMS, STEPNER, WOLTERMANN & DUSING, PLLC
40 WEST PIKE STREET
P.O. BOX 861
COVINGTON, KENTUCKY 41012-0861
859-394-6200
859-392-7267 (Fax)

Contact: Joseph A. Fuerst
Office Administrator
jfuerst@aswdlaw.com

Position and Title: OFFICE ASSISTANT/RUNNER (PART TIME)

Overall Responsibility:

Provide clerical, messenger and runner services to firm’s Service Center in support to firm’s legal assistants, paralegals and attorneys. The position will also work as a backup receptionist, answering phones.

Required Skills:

The Firm seeks bright, capable employees, who want to excel and develop in their skill sets and inter-personal skills. As a professional services firm, we focus on professionalism, integrity, confidentiality, customer service and quality work product. Candidates must possess exceptional organizational and oral communication skills; candidates will possess an ability to multi-task, prioritize assignments, and work with and support multiple legal assistants, paralegals and attorneys, as well as operate within a team-oriented environment; candidates will possess an ability to accept and complete time-sensitive assignments. Position requires that the employee is enabled to drive and has own form of transportation. Employee will be reimbursed for personal expenses.

Schedule: Monday through Friday, 1:00 pm to 5:30 pm (22.5 hours per week)

Application:

Send letter and resume to Joseph A. Fuerst, Office Administrator, 40 West Pike Street, Covington, Kentucky 41011 or via e-mail to jfuerst@aswdlaw.com.

Position requires successful completion of criminal background check. Equal Opportunity Employer