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POSITION: OFFICE SECRETARY
LOCATION: PITTSBURGH (DOWNTOWN)

Law Offices of Kristen A Schneck LLC, a woman owned law firm, is hiring! It takes more than attorneys to make a law firm. We look for people with passion for helping Immigrants, who possess strong interpersonal skills, and have a genuine interest in being of service to others. Fluency in multiple languages is a plus. Extraordinary client satisfaction starts with extraordinary people. We provide an opportunity for professional growth whether you're looking to further your career or are just starting out.

IMMIGRATION OFFICE SECRETARY POSITION

Duties and Responsibilities:

- Provide support to attorneys in the Immigration practice.
- Upkeep client & office physical files and electronic files using case management software.
- Organize case documentation, evidence and exhibits for submission.
- Maintain calendars, enter time records and create / update client matter reports.
- Answer phones and communicate with clients on a daily basis.
- Provide billing call support to the Business Manager.
- Perform other administrative and secretarial duties as assigned.
- Manage office contacts for mailings.
- Print and send faxes, prepare copies and prepare shipping packets.

Skills and Educational Requirements:

- Associate and/or Bachelor's degree or equivalent experience required
- Additional education a plus
- Proficiency in Spanish required, additional languages a plus
- Strong organizational, communication and interpersonal skills
- Experience with Microsoft Word, Google Chrome, Google Mail, Google Calendar
- Reliability, teamwork, professionalism, and strong sense of confidentiality
- Ability to exercise sound judgment; courteous and can-do attitude
- Self-motivated and willing to work under filing deadlines and time constraints when needed
- Ability to work independently with attention to detail