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Description automatically generatedShiftSixOS Quote Request Form**

**For: Drew Lewis, P.C.**

**Attention: Drew Lewis**

**Email: drew@lewislg.com**

**Date: March 18, 2024**

**Position: Document Clerk**

**We are seeking a detail-oriented and organized Document Clerk to join our team. The Document Clerk will be responsible for managing and maintaining all legal documents related to personal injury cases. The ideal candidate will have excellent organizational skills, strong attention to detail, and the ability to work in a fast-paced environment.**

**Responsibilities:**

* **Organize and maintain legal documents related to personal injury cases.**
* **Prepare and file legal documents with the court.**
* **Assist attorneys and paralegals with document preparation and management.**
* **Maintain electronic and physical filing systems.**
* **Ensure all documents are accurate and up to date.**
* **Perform other administrative tasks as assigned.**

**Requirements:**

* **3 or more years of experience in a Document Clerk role.**
* **Previous experience in a clerical or administrative role preferred.**
* **Proficiency in Microsoft Office Suite and document management software.**
* **Strong attention to detail and organizational skills.**
* **Ability to prioritize tasks and manage time effectively.**
* **Excellent communication and interpersonal skills.**

**Additional requirements:**

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**This form authorizes ShiftSixOS to commence the search for your new potential integrated resource. You are not financially committed until you are ready to bring the right candidate on board.**

**Prospect Business Authorized Representative**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ShiftSixOS Authorized Representative**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_