

Mail Clerk

Job Description

Main Objectives

The Mail Clerk's main objective is to provide full mail and fax services for the Firm.

1. Process all assigned mail every day.
2. Responsible for all outbound mail and faxes.
3. Assist firm with front desk coverage when required.
4. File Documentation: Accurately review high volume of documents (mail and fax) information and update in the case file. If it is not in the file, it did not happen.

Main Tasks

- Sorting, scanning, and filing of mail and faxes each day
- Draft and send outgoing mail
- Review incoming mail for urgent and/or confidential matters for attorneys
- Immediately notify the team of any time-sensitive mail or faxes
- Distribute non-case related mail to appropriate recipients
- Provide back-up support on phones as needed