

# **PICKREL, SCHAEFFER & EBELING CO., L.P.A.**

## **JOB DESCRIPTION**

JOB TITLE: Court Runner

FLSA: Non-Exempt

DEPARTMENT: Administration    REPORTS TO: Legal Administrator

SUMMARY: Under direct supervision of the Legal Administrator, performs a variety of responsible and confidential administrative duties requiring knowledge of organizational procedures. Position requires the ability to work independently, exercising judgment and initiative. Under the general supervision of the Legal Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES: “Essential functions” are primarily job duties that incumbent must be able to perform unassisted or with some reasonable accommodation made by the employer.

Transport and/or retrieve required legal documents to/from appropriate court or other law firm.

Distribute all incoming mail.

Process all outgoing US Mail as well as FedEx UPS, etc. packages, including maintaining the postage equipment.

Transport to and pickup from safe deposit box the individual Firm computer system backup media.

Maintaining all office supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipts/packing slips; stocking items; delivering supplies to stockroom/copy room. This includes searching for best pricing for all supply items.

Work with contactor to make sure all individual printers have appropriate replacement cartridges.

Work with contractor to get individual printers repaired as quickly as possible.

Work with contactor to maintain large copiers/scanner/printers to ensure continued operation.

Properly identify and arrange for the destruction of Firm closed files according to Firm file destruction policies.

Maintain a record of the location of all Firm owned furniture.

Lockup and secure Firm facilities at the end of each day.

Reliable and punctual attendance.

Assist with special projects and other duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

Ability to work as a team player in an environment with interruptions and rush jobs with a professional manner and conduct.

Ability to organize and prioritize numerous tasks and complete them under time constraints.

Excellent written and oral communication skills.

Interpersonal skills necessary in order to communicate by e-mail, telephone and in person to provide information with ordinary courtesy and tact.

Interpersonal skills necessary in order to communicate and follow the instruction effectively from a diverse group of attorneys and staff and provide information with ordinary courtesy and tact. Ability to represent the Firm in a favorable and businesslike manner.

Work occasionally requires a high level of mental effort and strain when performing a high volume of deadline oriented tasks and duties.

Work occasionally requires overtime evenings and/or weekends.

Be able to lift up to 50 pounds.

Must have a valid drivers license.

**WORKING CONDITIONS:**

Normal office environment with little exposure to excessive noise, dust, temperature and the Like except when transporting legal documents between courts and other law firms.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities and requirements.

**EMPLOYMENT AT WILL**

The Firm is an "at will" employer. This means that an employee is free to terminate employment at any time and for any reason; further, the Firm may terminate any employee, for any reason or no reason, as long as the termination does not violate any employment statutes. No statement made by any supervisor or member of management can change the employment at will status.