**FRONT OFFICE JEDI!**

Are you looking to get started on a career path that lets you make a difference and fight fraud?

If you want to get your foot in the door of a law firm that’s on a mission to fight fraud, this is the opportunity for you. Our anti-fraud law firm has an immediate full-time opportunity for a superstar who can wear at least three hats: Receptionist, Legal Assistant, and Billing and Collections Specialist.

Our Jedi Master is a team player who has excellent administrative and communication skills and wants to be our ambassador of first impressions. This is a fabulous opportunity for someone who likes variety and wants to be part of an All-Star Team.

Our Founding and Managing Attorney is an entrepreneur who is passionate about helping people get their money back when they’ve been cheated. We need an empathetic team player who is mature, caring, and wants to ensure the clients’ experience with our Firm is second to none. You should have genuine empathy for people who have been cheated and be able to communicate that on the phone, within the first few seconds of picking up. You must also be devoted to the light side of the Force.

We have set our sights on being the “go-to firm” for real estate fraud Law in Maricopa County. In fact, our true measure of success will be winning enough fraud cases that people start telling the truth because they fear the consequences, and reject the dark side. While we are focused on rapid growth, we are still small enough to care about every team member and client. We need someone who is interested in being with us as we grow and is willing to wear multiple hats until the workload supports hiring additional team members.

Currently, we need someone who can help us take control of the front-end client experience by being the first point of contact with the firm, providing general administrative support and helping us communicate effectively with our clients and potential new clients. Ideally, you will have experience as a Receptionist, Secretary or Legal Assistant in a law firm, but we are willing to train the right service-minded office professional. The most important quality you can possess is a great attitude and willingness to roll up your sleeves and help wherever it’s needed.

If the following describes you, then **YOU** may be the Jedi we are looking for:

* You believe it’s important to greet all potential and existing clients with a warm, friendly welcome.
* You’re the grammar Allied Forces and feel comfortable proofreading legal documents.
* You’re comfortable picking up the phone and asking current clients to pay their bills or replenish their retainers.
* You answer the phone with a smile.
* You are skilled at communicating with people on the phone, in person, and by email.
* You are a relationship-builder who is comfortable interacting with different types of personalities and all levels of authority, especially individuals in emotional need.
* You see an opportunity for organization where others see a mess.
* You are eager to learn new tasks and computer systems.
* You value doing it right the first time, so you proofread your work and double-check details.
* You know what happens in the office, stays in the office.
* You genuinely care about clients and want to deliver an experience that turns them into raving fans.
* All firms talk about culture, we have one.
* We’re an anti-fraud firm because we value truth. We believe truth exists, and it matters. Ayn Rand once said: “We can ignore reality, but we cannot ignore the consequences of ignoring reality.” In this law firm, we bring that truth toe-to-toe with fraudsters.
* If we had a formal firm creed, it would probably read something like this:
* We believe that truth exists and truth matters.
* Truth is not subjective. There is no such thing as my truth, your truth, his truth, or her truth. There is only the truth.
* Perverting the truth is morally atrocious. People who do this deserve consequences, and we deliver them.
* Vindicating the truth is more important than social approbation. We aren’t “country club lawyers.” We won’t wash over the truth just because someone doesn’t like it.
* We reject the concept of a “grey area” between true and false. In every fraud case I’ve tried, the defendant made some attempt to diminish or excuse his conduct by creeping towards a grey area. We shine a spotlight on those folks and leave nothing left but light and darkness.

**Your basic responsibilities:**

Let every client or potential client know they’re in the right place, we can help them, and we care about them.

Proofread correspondence and other documents.

Assist with preparing and emailing bills and collecting client payments.

Answer client inquiries regarding invoices.

Answer phones and welcome guests.

Schedule appointments and manage calendars.

Perform basic administrative tasks – draft documents, copy, scan, file.

Communicate with potential and existing clients in person, by phone, and email.

Manage paper and electronic files.

Back up team members when they need a hand or a day off.

Maintain practice and client confidentiality.

These items are non-negotiable:

You must be available to work and be in the office Monday – Friday, 8:30 a.m. to 5:00 p.m.

You must have strong administrative skills and be detail oriented.

You must be comfortable working with various computer programs, databases, and systems.

You must be reliable, trustworthy, and able to maintain strict confidentiality.

You don’t think making coffee or getting our guests a beverage is beneath you.

You must be a positive, high-energy team player who is results-oriented – No Drama!

You must care about something and have goals in life.

This position offers a respectful team culture, opportunities for professional development, benefits, and a competitive salary based on skills and experience.

**DIRECTIONS TO APPLY:**

If you cannot follow these basic directions, or if you contact us in a manner that leads us to believe you did not actually read the ad, you will not hear back from us. We expect you to value our time by following directions and paying attention to detail.

To apply, email your resume along with a cover letter in PDF format to admin @ doncasterlawpllc.com. The subject line of the email should be your last name (all upper case), dash, one word that you would use to describe yourself (lower case), dash, and the position you’re applying for (all upper case). [For example: SMITH-compassionate-RECEPTIONIST]

Your cover letter should be three paragraphs and include the following information:

- Paragraph 1: Tell us what excites you the most about this position.

- Paragraph 2: Tell us why you are the person we should hire.

- Paragraph 3: Tell us your pay expectation and when you would be able to start.