



Note: The job description posted below is just a sample and not specific to any one law firm. It is provided to you by the New York Chapter of The Association of Legal Administrators and should be used only as a guide.

JOB DESCRIPTION

JOB TITLE: Receptionist

DEPARTMENT: Administration

General Summary:

Essential Duties and Responsibilities:

- ▶ Open and close reception
- ▶ Meeting and Greeting clients
- ▶ Answer and route phone calls on main switchboard
- ▶ Scheduling conference rooms on intranet
- ▶ Maintaining Attendance sheets for staff
- ▶ Entering time on Carpe Diem for attorneys and paralegals
- ▶ Entering and making revisions to documents for attorneys on Microsoft
- ▶ Bates stamping documents for paralegals
- ▶ Making copies, envelopes, and fax cover sheets for audit letter responses (for Cory Peterson)