

Job title	<i>Document Clerk</i>
Reports to	<i>Director of Administration</i>

Job purpose

Frantz Ward LLP, a 65-attorney Cleveland, Ohio law firm, seeks a Document Clerk to join our support staff. Prior experience in a law firm or professional services environment preferred. This position performs a variety of specialized administrative and legal tasks for Attorneys. The successful candidate will demonstrate and provide a high level of support with attention to detail in a fast paced environment. This individual will need to work independently as well as in close concert with attorney’s to deliver high quality work in support of the firm’s diverse functions and activities.

Qualified candidates should be team oriented, quick learners, flexible, self-motivated, have excellent technical skills and approach change with a positive attitude. Candidate must have excellent customer service skills and be able to work in a team atmosphere. Send resume and salary requirements to careers@frantzward.com.

Duties and responsibilities

- Manage all Workers’ Compensation medical records requests, including obtaining authorizations and provider information from the claimant and then requesting and organizing all medical records received
- Follow up with Medical providers on status of file requests
- Document all correspondence in master database for tracking purposes
- Effectively use and maintain electronic document management system (Worldox), including data entry and general organization
- Print, assemble, and organize documents for Attorneys and Paralegals
- Organizes and prioritizes large volumes of information
- Maintains familiarity with all policy and technology updates
- Preserves the confidentiality of information
- Assist with overall case and office organization
- Assists with overflow, special ad-hoc projects, and day-to-day tasks on an as-needed basis for our Attorneys

Qualifications

Qualifications include:

- Experience with Workers’ Compensation preferred
- Knowledge of legal office procedures, terminology, forms, documents and citation formats is preferred
- A proven ability to multi-task while maintaining a professional attitude
- Must have strong project management skills, ability to work independently, take initiative, multi task, and set priorities
- Ability to learn and use various computer programs.

- Independent judgment is required to plan, prioritize and organize diversified workload
- Excellent grammar and strong communication skills
- Demonstrated ability to work well under pressure
- Must have strong service orientation and ability to work in a team environment
- Excellent interpersonal skills with professional demeanor and appearance
- Individual must be detail oriented, confidential, dependable, and display good judgment
- Excellent computer skills with experience in Microsoft Office Suite

Experience/Education

- High School Diploma or equivalent.
- Minimum of 3 years of Document Clerk experience

Equal Employment Opportunity is a fundamental principle at Frantz Ward. In keeping with this principle, Frantz Ward does not discriminate in employment decisions on the basis of race, color, religion, gender, age, national origin, citizenship, disability, sexual orientation, veteran status, or any other protected characteristic under applicable federal, state or local law.

Frantz Ward LLP believes we provide a stronger and better place to work, think, and grow when we draw from the views of a diverse team. We strive to recruit, employ, and support individuals who contribute to our diversity. We recognize that achieving a truly diverse working environment is an on-going process, and we continue to foster diversity to ensure that everyone at Frantz Ward has a meaningful professional experience.