

Are You the One?

Legal Assistant / Receptionist Wanted – Oregon, Wisconsin – Full time – **\$15-\$20 /hr** starting

Estate Planning and Elder Law firm with offices in Oregon, WI and Madison, WI and Milwaukee is looking for experienced, level-headed, A++ Legal Assistant / Receptionist to join our team in our Oregon office.

We are a law firm dedicated to providing our clients with the best damned estate planning, elder law and probate services possible. We do this by living by our five Core Principles of:

Love, Compassion, Integrity, Teamwork and the constant **Pursuit of Excellence**.

Our founder, a retired Army JAG officer, leads this small but quickly growing boutique practice. We want members on our team who are fierce, strong, and compassionate as well as ethical, professional, and trustworthy. You must be committed to excellence, helping others, and want to be a part of something extraordinary. This position is ideal for someone looking for long-term potential and not just a stepping stone. While we are still small, the potential for your growth is huge.

You help the firm achieve its goals, and it will help you achieve yours. You want to be a happy team member? You want money? You want to earn the respect of your peers? You want work life balance to be with your kids? Our firm wants those things for its team members, too. But you must put in the investment to see the reward.

You will be investing yourself to grow a firm and create a culture that will break the mold and change people's lives. You believe: "good enough" sucks; push harder and achieve more.

You must understand and embody our Core Principles. We want referrals from clients who become raving fans, not repeat business from miserable ones. We want to deliver an experience that is above and beyond the norm. We want you to be so awesome that you have a cult of raving fan clients.

If you believe that this is the "home" you're looking for – a place where excellence is rewarded, where you can be significant, and where you love coming to work everyday – then please apply. If you're mediocre, please don't waste our time. Life is short.

If this ad was too vague or boring for you, then below is a more detailed list of qualifications.

Keep in mind that even though we've specifically asked only excellent people to apply, not-so-excellent people will inevitably still apply. So, we've devised a series of tests to weed those people out. If you are as serious about this position as we are, then you'll follow it through to the end. If not, then let's all be glad we figured that out now rather than later.

Requirements/Qualifications

- Desire to help others and create something significant
- Excellent communication skills, confidence on the phone
- Integrity and professionalism
- Experience in call handling

- Sales experience a plus
- Mastery of Windows 10/11, MS Word, Excel, Adobe Acrobat. Tech native, can troubleshoot computer issues
- Ability to be bonded (clean record both criminal and financial)
- Organized and detail-oriented
- Able to manage a calendar and deadlines
- Able to communicate calmly and clearly with stressed clients
- Excellent concentration skills
- Common sense
- Self-starter, resourceful, compassionate, responsive, adaptable
- Willing to contribute ideas for constant improvement of our systems
- Pass interview and quizzes that will be given
- COVID-19 considerations: We require employees to be fully vaccinated for Covid

Duties

- Make everyone who calls or comes in the office feel as though they are special and the most important thing happening in your life right now
- Work the phone system
- Printing and assembling a stack of documents and tabbing them in preparation for client signings
- Scanning incoming mail, scanning signed documents, properly filing documents in our electronic filing system
- Maintaining calendar for an attorney, scheduling and rescheduling with clients, and giving written and phone reminders to clients and staff about what is coming up
- Maintaining files, opening files, closing files, copying, scanning, etc. according to established procedures
- Keeping the printer stocked with paper
- Inventory and order office supplies in time so we do not run out
- Prepare meeting rooms prior to meetings and signings
- Aid clients in getting settled and offering refreshments prior to meetings and signings
- Assemble client estate plan binders

Compensation

Full-time position but part-time could be considered for the right candidate

Depends on experience and hours (range \$15.00/hr to \$20.00/hr starting), plus

Bonus opportunities monthly

PTO and holidays

401(k)

Medical, dental, vision available

Recognized work-life balance

So are you ready to apply for your dream job? Are you willing to roll up your sleeves and enjoy helping people? If so, please contact us.

HOW DO I APPLY?

Please note that your ability and willingness to follow these instructions explicitly will play a big role in whether you will be considered for this position. Do not use the reply option on this ad. Email the following documents to the email address jobapplicants@friendly.law, in PDF format only, with "[insert your full name, spelled backwards] is your Legal Assistant" in the subject line:

1. Your résumé.

2. Cover letter in 12 pt. Georgia font. A normal cover letter, but containing the following in bullet-point format:

- Normal letter format addressed to Atty. Dan Krause at the firm's Oregon, WI address below.
- How can you deliver value to a client going through probate of their loved one?
- How can you deliver value to an elderly client unsure about their future?
- What are you looking for in this position, financially, professionally, and personally?
- What you liked and did not like about this ad. (You can be honest; we will not hold it against you.)
- Name of one great movie you have seen or book you have read in the last twelve months, and why you liked it so much.

Thank you for taking time to consider joining our team!



KRAUSE ESTATE PLANNING
& Elder Law Center

116 Spring Street
Oregon, WI 53575
(608) 268-5751