

## STAFF SECRETARY

**Position:**

- Full-time with occasional overtime, salary DOE
- Secretarial support to law office

**General job responsibilities:**

- Telephone reception and intake for call-ins seeking legal assistance
- Maintain attorney calendars, such as scheduling appointments or court dates
- Sort, scan, file incoming mail
- Transcribe attorney dictation and handle mail correspondence
- Assist with preparing and mailing invoices to clients
- File assistance, such as compiling exhibit books
- Office hospitality, sanitization, and COVID precautions
- Other duties as assigned

**Other qualifications:**

Pro-active; comfortable with computer work; proficient in Microsoft Office; trainable in new office technology; strong communication skills; proficient with grammar rules and spelling; attentive to detail; ability to keep clear head amid periods of increased task volume; willing to assist other staff.

**To Apply:**

Applications available at <https://bantzlaw.com/careers>. Send cover letter, application, and resume, including work and salary history, to [attorneys@bantzlaw.com](mailto:attorneys@bantzlaw.com). Any offer of employment contingent on results of background check.

**Closing Date:**

Applications will be immediately considered. Position will remain open until filled.

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