**Court Messenger Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Court Messenger to support a team of fast-paced lawyers in a busy, exciting environment. The ideal candidate is highly client service oriented and provides quality and efficient legal secretarial and administrative support to a team of attorneys, specialists, and paralegals.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Handle the logistics of physical communications within the office, or with its external participants.
* Pick up and deliver documents and packages that are often time-sensitive.
* Receive, sort, and distribute incoming mail and packages to ensure that they reach the recipients that they are intended for
* Wrap, seal, affix postage and dispatch all outgoing mail in accordance with postal guidelines
* Handle items for distribution to clients, employees, and affiliates by ensuring that their integrity remains intact
* Operate facsimile machines and send and receive facsimiles upon instructions
* Comprehend orders for transporting legal documents between offices or to clients and ensure that all documents are properly packed before they are delivered
* Operate vehicles (motorbikes or cars) to deliver documents to intended recipients by first charting out short and safe routes
* Ascertain that receipts are obtained after each delivery and maintain communications with the office to provide status reports
* Log all outgoing and incoming items in logbooks and review them for accuracy and completeness
* Pick mail, pouches, and packages from external agents and ensure that they are delivered to the right recipient within the office
* Perform court filings for designated cases and ensure that appropriate follow up is conducted in a timely manner
* Create and maintain records of daily deliveries or visits in the mail registry book and vehicle logs

### About you

* Expert proficiency with the MS Office (Word, Excel, PowerPoint, and Outlook) applications.
* Knowledge of billing functions is a plus
* Must work well independently as well as in a team
* Ability to work under deadlines, time pressures, and a generally high level of demand.
* Exceptional organizational skills that reflect the ability to seamlessly perform and prioritize multiple tasks with excellent attention to detail.
* Strong interpersonal skills and the ability to build relationships with internal and external
* Partners, Attorneys, staff, and clients.
* The ability to communicate both orally and in written communications effectively and accurately.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]