

Part-Time Law Office Runner

\$8.50/hour, 15-25 hours per week (flexible scheduling)

About Us:

Hargrove, Smelley & Strickland is an established downtown Shreveport law firm with a group of young attorneys whose main focus is oil and gas. We are looking for a runner to round out our team. This position is entry-level and is perfect for college students looking for part-time work. Interest in a legal career is a plus, as you will get the chance to see the inner workings of our law firm, however it is not a requirement.

Runner responsibilities include:

- Document filing/recording at various courthouses
- Car runs and hand deliveries to various locations
- Collect, distribute, stamp mail
- Assist attorneys/staff with copy projects
- Maintain the copy room and equipment
- Relief receptionist
- Inventory boxed files; pickup and deliver to Distribution Center

Job Requirements:

- Must have a vehicle with current insurance and a valid driver's license (firm pays parking; all work-related expenses, including mileage, are reimbursed by the firm)
- Strong verbal and interpersonal skills
- Must be able to lift a minimum of 40 lbs. without assistance
- Must be comfortable and capable around downtown Shreveport

To apply:

Please email your resume to mameen@hss-law.net.