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The Kim Kollmeyer Law Firm LLC • 405 N. High Street, California, MO, 65018 • [kim@thelawyer4me.com](mailto:kim@thelawyer4me.com) • 573-821-9800

# HELP WANTED

## Receptionist / Legal Administrative Assistant

We are seeking a friendly, organized, dependable and motivated Receptionist to join our small law firm. This position is the first point of contact for our clients and plays an important role in keeping our office running smoothly. This position is in person, full time.

### Primary Responsibilities

- Answer incoming phone calls and return client calls promptly.
- Schedule appointments and manage attorney calendars.
- Email inbox management.
- Greet clients and provide general reception services.
- Conduct new client intake and assist with case management.
- Receive client payments and issue receipts.
- Copy, scan, upload, and organize documents electronically.
- Prepare and submit electronic court filings.
- Perform general administrative and office support duties as needed.

### Qualifications

- Excellent phone, communication, and customer service skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks in a fast-paced office.
- Proficiency with computers, Microsoft Office, and basic office technology.
- Prior office or legal office experience is preferred but not required.
- A notary public commission is a plus but is not required.

### What We're Looking For

The ideal candidate is professional, dependable, personable, and able to maintain confidentiality while providing excellent service to our clients. We are willing to train the right individual who is eager to learn and become a valued member of our team.

**To Apply:** Please email your resume and a brief cover letter outlining your experience and interest in the position to [kim@thelawyer4me.com](mailto:kim@thelawyer4me.com) and [staff@thelawyer4me.com](mailto:staff@thelawyer4me.com). Include "Employment Application" in the subject line. The application period for this role will close on or before July 24, 2026.