



## Clerical Assistant - Dover

Shaheen & Gordon, P.A., Attorneys at Law, is seeking a full-time Clerical Assistant to work with their personal injury staff in the Dover, NH office. To be successful in this role the candidate must demonstrate the ability to work as a member of a team, in addition to working independently.

### Responsibilities

- Requesting medical records and bills
- Organization of medical records and bills
- Assist legal assistants/paralegals with personal injury files

### Required Skills/Abilities

- Must have excellent phone skills
- Must have excellent interpersonal and organization skills
- Must have excellent typing skills
- Must have computer skills using Microsoft Word/Outlook, Excel
- Must have strong attention to detail and be able to multi-task
- Must be able to meet deadlines
- Have a professional and friendly attitude

### Education/Experience

- High School diploma or equivalent required
- Have at least 1 year experience in an office environment

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Shaheen & Gordon presents a pleasant, supportive, challenging, non-smoking work environment. Salary commensurate with experience, with excellent benefits including health insurance, flexible spending account, and 401(k) plan employer match. Please email your cover letter, resume and references to: [recruiting@shaheengordon.com](mailto:recruiting@shaheengordon.com) and [pattikretschar@shaheengordon.com](mailto:pattikretschar@shaheengordon.com).

No phone calls or agencies please.