

Clark & Clark

SCOTT W. CLARK
ALEX MOHRBACHER

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SANBORN, LAMOREAUX & PRAY (1904–1960)
PRAY, PRAY & CLARK (1961–1979)
CLARK & CLARK (1980–PRESENT)

A CENTURY OF LEGAL TRADITION

Position Title: Legal Assistant / Office Manager

Location: Ashland, Wisconsin

Job Type: Full-Time or Part-Time (Flexible Schedule Available)

About the Position

Our two-attorney law office is seeking a highly organized, dependable, and professional Legal Assistant / Office Manager to oversee the day-to-day administrative operations of the office. This position is responsible for handling all non-billable administrative and support functions necessary to ensure the efficient operation of the practice. We are open to both full-time and part-time arrangements, and we are willing to offer flexible scheduling for the right candidate.

Primary Responsibilities

- Manage front office operations, including phones, email, mail, and client communications
- Conduct client intake and maintain client files
- Schedule appointments, court dates, deadlines, and attorney calendars
- Prepare, organize, and file legal documents and correspondence
- Assist with electronic and paper court filings
- Maintain case files, document systems, and records
- Support billing, invoicing, payment tracking, and collections follow-up
- Coordinate office supplies, vendors, equipment, and general office maintenance
- Assist with trust account and administrative financial recordkeeping as directed
- Maintain confidentiality of client and firm information
- Provide general administrative support to both attorneys
- Handle other non-billable office and administrative tasks as needed
- Draft correspondence and legal documents from attorney dictation

Qualifications

- Prior administrative experience required; legal office experience preferred
- Strong organizational and communication skills
- Ability to manage multiple priorities and deadlines
- Proficiency with Microsoft Office, email, calendars, and document systems
- Professional demeanor and strong client service skills
- Ability to work independently and take initiative

Schedule & Flexibility

We understand that strong candidates may be balancing other commitments. We are open to:

- Part-time schedules (e.g., school-day hours)
- Flexible daily start and end times
- Adjusted schedules during the school year or summer

Our goal is to find the right long-term fit and create a schedule that works well for both the candidate and the office.

Compensation

Compensation is competitive and commensurate with experience. We are open to structuring pay and hours based on the candidate's availability and responsibilities.

Please email your resume/cover letter to: alex@cclawashland.com