

# Clark & Clark

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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](mailto:alex@cclawashland.com)**