

In-house courier for law firm (Roseville)

compensation: **\$13.00 per hour**

employment type: **part-time**

Law firm in Roseville, California, is looking for a part-time in-house courier to start immediately. You would work every Monday and Wednesday from 9 am to 5 pm.

Courier Responsibilities

We rely on our couriers to file our legal documents daily. The courier responsibilities are listed below:

- Filing with the courts within a 50-mile radius of our office, which would include Placer, Sacramento, Yuba, Yolo and San Joaquin counties
- Occasionally filing documents in San Francisco, Modesto and Fresno
- Maintain a reliable vehicle and current auto insurance
- Office runs such as bank deposits, retirement account deposits, etc.
- Hand deliveries

Office and Administrative Tasks

We also rely on our couriers to perform in-house duties, and to support the secretarial staff. Some of the tasks include:

- Office supply inventory and ordering
- Upkeep of conference rooms, kitchen, library, etc.
- Assisting secretaries with tasks such as copying, scanning, etc
- Covering the front desk during the receptionist's lunch and breaks
- Occasional full day front desk coverage

The office is a friendly environment. Mileage reimbursement is at the current IRS-published rate and your starting hourly rate is \$13.00.