

# CAREERS



**JOB TITLE:**  
Case Support & Intake Specialist

**FLSA:**  
Non-Exempt

**DEPARTMENT:**  
Client Services

**REPORTS TO:**  
Client Services Supervisor

## **SUMMARY:**

Under general supervision of the Client Services Supervisor, the Case Support & Intake Specialist performs a variety of administrative functions to assist paralegals and attorneys in representing their clients fairly and efficiently by completing all intake and case related documentation on a daily basis. In addition, the Case Support & Intake Specialist will process all intranet requests, including research, and update information in our Case Management system accurately and in a timely manner. The Case Support & Intake Specialist will use their organizational skills, attention to detail, and Case Management system knowledge to ensure all client- and case-related documentation is quickly available to the legal team to aid in their success.

## **MINIMUM REQUIREMENTS:**

- High school diploma required; institutional degree in related field preferred
- One (1) to four (4) years of progressive work experience in a law firm or comparable field preferred
- Strong communication/interpersonal skills, with ability to follow-up without direction
- Attention to detail & self -motivated
- Ability to grasp concepts, perform internet research & overall competence in navigating programs
- Must be deadline-driven, highly organized, and exude a positive professional demeanor with variety of people
- Strong working knowledge of MS Word, Outlook, Excel

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

“Essential duties” are primarily job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Ensure that intake information is properly documented in our case management system
- Maintain/update our case management evidence database
- Maintain/update our case management exposure site database
- Process requests as assigned
- Works on special projects as needed

## **WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position.

## **WORKING CONDITIONS:**

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an Equal Opportunity Employer.*