# Meyer, Unkovic & Scott LLP
# Messenger/File Room Clerk

Meyer Unkovic Scott LLP is seeking a full-time Messenger/File Room Clerk. The Messenger/File Clerk position is multi-faceted. Individuals with this job title must be able to handle various duties as they relate to each specific assignment.

**Essential Functions:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Weigh and affix proper postage to varying classes of outgoing mail.
- Loading/unloading mail bins and sorting and distribution of internal and external mail.
- Daily outside rush hand deliveries, Post Office runs and court filings in all weather conditions.
- Maintaining log of all incoming faxes, outside deliveries, incoming UPS/Federal Express deliveries.
- Picking up files from throughout the office. Return/scan files to proper shelves.
- Keeping water coolers supplied with water throughout firm on all floors.
- Replenish paper in all copy room work stations.
- Filing index cards.
- Moving files, boxes, and small miscellaneous items.
- Operation and minor maintenance of mail machinery.
- Stocking supplies and helping with conference room set-ups.
- Must be able to lift up to 50 pounds.
- Data entry into records management system, FileBridge/LMS.
- Back-up front desk receptionist.
- Special projects as requested.

**Requirements:**

Must have good organizational and communication skills. Some mechanical ability required. The ability to work independently and make proper judgment calls. Ability to complete duties in a timely and efficient manner. Ability to interact with all levels of personnel as well as represent the Firm in a positive manner when dealing with outside clients, vendors, etc.

From time to time, file room personnel will be asked to do other small facilities management type duties not specifically listed here, these tasks will be part of regular file room duties. All file room personnel will be cross-trained so that the work load will be evenly distributed throughout the file room.

Send resume in confidence to: contactus@muslaw.com

Meyer, Unkovic & Scott is proud to have been recognized as a "**Top Workplace**" in the *Pittsburgh Post-Gazette Top Workplaces Survey for 2021*. The firm offers a competitive salary and benefits package (including life, health and disability insurance and a retirement plan) in a professional environment. Please include resume and salary requirements.

Meyer, Unkovic & Scott LLP provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Meyer, Unkovic & Scott LLP complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.