

# Clifton Coufal Law Firm

## Office Manager – Elder focused Law Firm

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### **Job Description**

No legal experience required!

The Clifton Coufal Law Firm, an Elder Law focused firm, is seeking an office manager to join our team.

- 25-35 hours per week
- Located in our Ft. Worth office, near TCU. Remote work is not available.

### Requirements of the position:

- Comfortable communicating with the elderly and adult family members
- Ability to show empathy to clients and put them at ease.
- Strong attention to detail
- Proficient in Microsoft Office and basic computer technologies

### Preferred attributes:

- Customer service experience or case management experience
- Can process and organize basic information from financial documents such as bank statements, CDs, IRAs, 401Ks, and insurance policies.
- Work history in banking, insurance, law or other “detail intensive” jobs

### What you will do:

- Serve as a primary point of contact for our clients
- Contact clients about the status of their documentation
- Process and organize client’s personal and financial information
- Prepare applications for submittal to government agencies
- Assist clients to sign legal documents

### What we offer:

- Pay: \$17.50 - \$23.75 per hour, commensurate with experience
- Great work environment with current and former SWBTS students

If this position interests you: Please send your resume to [intake@cclawtexas.com](mailto:intake@cclawtexas.com)