The duties of the Lawyer Referral and Information Service Assistant shall include, but not be limited to the following:

× Support and work toward and within the Mission Statement of the GRBA, particularly the LRIS component, and the personnel policies of the GRBA.

× Establish a positive and welcoming tone, attitude and example in providing service to clients.

× Complete the LRIS training.

× Under the direction of the LRIS Administrator:
  × Perform tasks connected with the LRIS and client referrals including:
    × Client intake and referral
    × Assist with maintenance of cross-referenced listing of attorneys and clients
    × Assist with maintenance of panel member and referral files
    × Copy, collate, stuff and mail correspondence to attorneys and clients
    × Other tasks as needed and assigned

× Prompt and reliable attendance to a set schedule of 18 hours per week between 8:00 AM to 6:00 PM.

× The LRIS Assistant is a part of the Bar Association team and must become familiar with and be willing to perform the duties of other staff when requested or as need arises. The LRIS Assistant may be called upon to staff the front reception desk, answer association telephones and assist in the staffing of GRBA programs and activities.

× Perform other duties as may be requested by the Executive Director and the LRIS Administrator.