

**Job Title:** Legal Clerk

**Position Reports to:** Senior Counsel

**Classification:** Non-Exempt, Full Time

**Schedule:** Monday – Friday

**Position Summary:** Southern Oak is looking for a Clerk for our Legal department. This position is responsible for providing data entry and administrative support to in-house legal counsel. The ideal candidate will be computer savvy, highly organized, and detail oriented.

**Primary Responsibilities:**

- Data entry in various database systems, including verification of data contained in documents
- Track and document claim and litigation data
- Record and track deadlines
- Monitor progress of cases to ensure timely completion of tasks
- Provide assistance to in-house legal counsel, including uploading/downloading documents, payment of invoices, monitoring insurance mediations, and general projects as assigned
- Provide general clerical and administrative assistance to in-house legal counsel

**Qualifications:**

- High school diploma or general education degree (GED) required
- 1-3 years of experience as a data entry clerk, legal clerk or administrative assistant (preferably in a law firm)
- Adhere to strict standards of data confidentiality
- Comply with data integrity and security policies
- Detail-oriented and highly organized
- Excellent verbal and written communication skills and professional demeanor
- Strong knowledge of Microsoft Office, including Word, Excel, and Outlook

**Benefits:**

- 401(k) with dollar-for-dollar company match up to 6%
- Medical, dental & vision
- Wellness & mental health
- Company paid Life, Short- and Long-Term Disability
- Paid time off
- Diverse, inclusive & welcoming culture
- Career development & tuition assistance
- Equal Opportunity Employer

Satisfactory completion of a post-offer drug screening and background check is a condition of employment.

**Company**

Southern Oak is a Florida-based insurance company specializing in personal residential property coverage with its home office in Ponte Vedra Beach, FL.