

Office Manager | Gunn Menefee LLC

DATE: January 2026

JOB TITLE: Office Manager

LOCATION: Louisville, KY

REPORTS TO: Senior Paralegal

JOB STATUS:

<input type="checkbox"/> Exempt (not eligible for overtime)	<input type="checkbox"/> Non-Exempt (eligible for overtime)
<input checked="" type="checkbox"/> Full Time (30 or more hours/week)	<input type="checkbox"/> Part Time (Less than 30 hours/week)
<input type="checkbox"/> Hourly	<input type="checkbox"/> Salaried

PHYSICAL JOB REQUIREMENTS:

f = frequent, o = occasional, n = never

Lifting (25-50 lbs)	<input type="checkbox"/> F	<input type="checkbox"/> O	<input checked="" type="checkbox"/> N	Lifting (11-24 lbs)	<input type="checkbox"/> F	<input checked="" type="checkbox"/> O	<input type="checkbox"/> N
Walking	<input type="checkbox"/> F	<input checked="" type="checkbox"/> O	<input type="checkbox"/> N	Bending/Stooping	<input type="checkbox"/> F	<input checked="" type="checkbox"/> O	<input type="checkbox"/> N
Climbing	<input type="checkbox"/> F	<input type="checkbox"/> O	<input checked="" type="checkbox"/> N	Standing	<input checked="" type="checkbox"/> F	<input type="checkbox"/> O	<input type="checkbox"/> N
Sitting	<input checked="" type="checkbox"/> F	<input type="checkbox"/> O	<input type="checkbox"/> N				

SCHEDULE:

Days Evenings Weekends Occasional Weekends/Evenings

INTERACTS WITH:

Staff Clients Prospects Community

ABOUT US

Gunn Menefee is a dynamic and client-focused law firm focusing on immigration law. Our team is dedicated to providing exceptional legal services with a personalized touch. We are seeking an experienced Office Manager to help ensure the smooth operation of our firm and support our legal professionals in delivering outstanding client service.

JOB DESCRIPTION

Summary/Objective

The Office Manager will play a critical role in overseeing the day-to-day operations of our law firm. This position requires an organized, detail-oriented individual with excellent communication skills and a strong understanding of office management practices and technology, particularly within a legal environment. The Office Manager will ensure the team all are moving together in alignment with the mission to give our clients rapid, concise, and customized service.

Essential Functions

- Manage and streamline daily office operations, including coordinating office logistics and ensuring a professional and efficient work environment.
- Help develop and implement office policies and procedures to promote organizational effectiveness.
- Manage emails, phone calls, calendars, and correspondence for attorneys as needed.
- Oversee billing and collections processes, including preparing client bills, tracking accounts receivable, and assisting with financial reporting.
- Act as a point of contact for clients, ensuring their inquiries are addressed promptly and professionally.
- Assist attorneys with client intake, scheduling appointments, and maintaining client files and records.

****Nothing in this job description restricts Gunn Menefee's right to assign or reassign duties and responsibilities to this job at any time.*

- Manage office equipment and coordinate maintenance and repairs.
- Oversee the implementation and maintenance of legal and office management software.
- Maintain confidentiality of sensitive information and ensure data protection measures are followed.
- Will organize and copy case filings and ensure delivery to the appropriate service center or client.
- Will receive mail, organize it, update client database accordingly, and forward to attorney and/or client, as needed.
- Manage and stock office supplies.

Essential Competencies

- Accurate and thorough communication skills in both verbal and written formats.
- Ability to prioritize and organize duties for multiple people at the same time.
- Strong knowledge and experience with Microsoft Office, Word, Excel, and SharePoint
- Self-motivated.
- Excellent organizational skills.
- An all-in team member approach.
- Knowledge of immigration terminology and procedures is a plus

Required Education and Experience

- Minimum of 2-3 years of experience in office management, preferably in a legal environment.
- Bachelor's Degree preferred