

## Office Manager | Gunn Menefee LLC

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**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:**

- |  |                                   |                                   |   |
|--|-----------------------------------|-----------------------------------|---|
| <input checked="" type="checkbox"/> Days | <input type="checkbox"/> Evenings | <input type="checkbox"/> Weekends | <input type="checkbox"/> Occasional Weekends/Evenings |
|--|-----------------------------------|-----------------------------------|---|

**INTERACTS WITH:**

- |   |   |   |   |
|---|---|---|---|
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Clients | <input checked="" type="checkbox"/> Prospects | <input checked="" type="checkbox"/> Community |
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### ABOUT US

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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

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**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