

Appendix A

Tasks include but are not limited to:

- Reception
- Opening, stamping and sorting mail
- Scanning mail, documents and invoices
- Printing and sending outgoing mail and dropping off at post office, mailbox, FedEx, or UPS
- Serving things by mail
- Meeting clients at office to get documents, signatures, notarize
- Copying files at the courthouse
- Delivering or picking up documents at client's home
- Pick up of documents, checks from clients or centers
- Personal service
- Ensuring conference rooms are equipped and prepared for virtual hearings and client meetings
- Office cleaning and maintenance