

OFFICE PROCEDURES MANUAL



LAWYERS
MUTUAL

LIABILITY INSURANCE
COMPANY OF
NORTH CAROLINA

RISK MANAGEMENT PRACTICE GUIDE OF LAWYERS MUTUAL

AN OFFICE POLICIES AND PROCEDURES MANUAL IS COMPOSED OF TWO DISTINCT SECTIONS.

- 1** The **OFFICE POLICIES SECTION** refers to rules and regulations, like employment, behavior, and inclement weather procedures.

- 2** The **OFFICE PROCEDURES SECTION** documents administrative functions like file management, conflicts of interest checking, managing the trust account, calendaring, and routine activities like opening mail and answering the phone.

THE MANUAL

WRITING THE MANUAL

1. Use simple language. Sentences 20 words or less.
2. Have a detailed structure — outline format.
3. Use a positive tone.
4. Compile information before you begin to write the manual.
5. Avoid specific actions and instead focus on standard document preparation.
6. Organize information into categories to give the manual structure.
7. Create a production schedule.
8. Edit for consistency.
9. Establish a review.

STANDARD FORMATS

Policies and standards on the following:

- **Typography.**
- **Letters and Memos.** Including fax cover sheets.
- **Pleadings.** Include format rules dictated by the courts.
- **Other Documents.** This might include email formatting, forms, office signatures.

OFFICE STRUCTURE

- **Introduction.** Include firm's mission.
- **Building Layout and Access.** Maps of the building and office layout access to the office outside of business hours.
- **Job Descriptions.** Identify responsibility for jobs and tasks.
- **Supplies and equipment.** Location of supplies and equipment, and maintenance procedures.

OFFICE PROCEDURES

Detailed instructions on:

- Security
- Emergency or Disaster
- Representing Firm
- Representing Clients
- Communications
- Filing System
- Docket Control System
- Finances

PERSONNEL POLICIES

- **General Policies.** Include federal and state regulations.
- **Employment.** Classification, personnel files, disciplinary/termination terms.
- **Conduct.** Include online behavior and use of office equipment and supplies.
- **Hours of Work.** Describe any telecommuting or alternate schedules.
- **Benefits.**
- **Holidays and Paid Leave.**

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Modern Office Procedures For Administrative Support

L Darling-Hammond



Modern Office Procedures For Administrative Support:

Whispering the Techniques of Language: An Emotional Quest through **Modern Office Procedures For Administrative Support**

In a digitally-driven earth where monitors reign supreme and quick conversation drowns out the subtleties of language, the profound strategies and psychological subtleties hidden within phrases frequently move unheard. However, situated within the pages of **Modern Office Procedures For Administrative Support** a fascinating literary prize sporting with organic feelings, lies an extraordinary journey waiting to be undertaken. Penned by a skilled wordsmith, this charming opus encourages viewers on an introspective journey, gently unraveling the veiled truths and profound affect resonating within ab muscles cloth of every word. Within the psychological depths with this moving review, we can embark upon a genuine exploration of the book is primary styles, dissect its interesting writing style, and succumb to the powerful resonance it evokes strong within the recesses of readers hearts.

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Modern Office Procedures For Administrative Support Introduction

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