

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

Charles D. Reese



Modern Office Procedures For Administrative Support:

Modern Office Procedures for Administrative Support Olive D. Church,1989-01-01 Handbook of Modern Office Management and Administrative Services Carl Heyel,1972 Se analizan en distintos trabajos la planificacion del trabajo de oficina entrenamiento y medida de niveles de trabajo tecnicas de supervision productivada motivaciones y efectos morales de los trabajadores asi como los factores espaciales y ambientales que ha de reunir todo centro de trabajo Contemporary Office Handbook P M Saleem,2012-12-04 Contemporary Office Handbook emphasizes the critical skills traits and knowledge required to effectively face the emerging workplace realities It is designed to guide you the reader toward success Whether you are a new professional applying for your very first job or a seasoned manager there is information in this handbook to help you The structure of the content is clear making it easy to find what you need quickly And the content is thoroughly researched with excellent citations for those who want to dig deeper From the basic skills to the most advanced thinking on how to be a le **Applying Telecommunications and Technology from a Global Business Perspective** Jay J. R. Zajas,2021-10-28 An exploration of the changes and developments in telecommunications over a span of fifty years by a business person and then Professor Emeritus reflecting on the many changes that have taken place from when the word telecommunications did not exist Two decades ago his life in academia included no personal computer or any other desk in the Business Administration Department and when the first fax machine came it was hard to believe that a perfect copy of a proposed paper could be received by a long time co author in Turku Finland in minutes First published in 1997 when e mail and the Internet were still new to most people on campus *Industrial Safety and Health for Administrative Services* Charles D. Reese,2008-10-24 Industrial Safety and Health for Administrative Services constitutes a much needed source for the identification and prevention of most of the injuries and illnesses occurring in the financial and information sectors The text thoroughly explains the issues of office health management major safety and electrical hazards and emergency response to **Administrative Procedures for the Canadian Office** Lauralee G. (Lauralee Gail) Kilgour,Lucy Mae Jennings,1994 **Franchise Opportunities Handbook** United States. Domestic and International Business Administration,1986 This is a directory of companies that grant franchises with detailed information for each listed franchise *Franchise Opportunities Handbook* ,1986 This is a directory of companies that grant franchises with detailed information for each listed franchise **Resources in Education** ,1989 **Hearings, Reports and Prints of the House Committee on Post Office and Civil Service** United States. Congress. House. Committee on Post Office and Civil Service,1966 *OE [publication]* ,1970 *DA Pam* ,1975 *Department of the Army Pamphlet* ,1975 **Systems & Procedures Including Office Management: Information Sources** Chester Morrill,1967 Florida Coastal Management Program ,1981 **Plunkett's Procedures for the Medical Administrative Assistant** Heather D Ramsay,Marie Rutherford,2019-12-11 NEW Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal UPDATED

Expanded coverage of healthcare plans across Canada NEW Coverage of Electronic Medical Records EMR NEW Evolve site including chapter review questions review questions videos forms and templates audio glossary and more UPDATED Reflects contemporary standards technological tools and terminology used in day to day modern health care practice NEW New and revised learning tools including learning objectives key terms assignment boxes tips critical thinking boxes and Did You Know boxes UPDATED Reflects current privacy legislation PIPEDA and changes to provincial and territorial Freedom of Information acts NEW Chapter order and comprehensive Table of Contents **Records Management Handbook, General, Bibliography for Records Managers** United States. National Archives and Records Service,1964 **Church Administration and Finance Manual** Otto F. Crumroy,Stan Kukawka, Frank M. Witman, Paul D. Witman,2023-09-19 A field tested guide to the management and finance of church congregations revised for a new generation Clergy are generally equipped to preach and provide spiritual care But when it comes to budgets insurance fire safety and church management many find themselves at a loss The Church Administration and Finance Manual is the classic guide to running a church written to answer key questions for clergy and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more This revised edition offers guidance on many new topics that are of vital importance to churches including protecting children information security approaches to preventing and responding to violence planned giving social media and hybrid work and worship Whether clergy are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish *Bibliography for Records Managers* United States. National Archives and Records Service. Office of Records Management,1964 Federal Register ,1988

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