

Legal Secretary Duties

Word Processing, Dictation Transcription, Client Interface, Reception, General Office, Filing, Answering Phones, Balancing Checkbook and Monthly Reconciliation. Once employed, to learn payroll and be responsible for income and expense accounting of 4 rental properties. Occasionally expected to restock/recycle and run other errands. Reimbursement for business use of personal vehicle is available.

This position description is capable of growing with the candidate.

Qualifications

3-5 years experience in a professional office is preferred. Legal experience preferred, but not critical. Basic Bookkeeping education and/or experience helpful. Customer service experience necessary. Must have excellent organizational skills and be a self starter. Self motivated and able to work with little supervision. Expected to have a clean driving record and be a responsible driver.

All staff is expected to sign a confidentiality agreement.

Hours:

Business is open M-F. Hours are flexible. 30/week to start. Can grow in to full time for right person.

Growth potential:

Willing to adapt the position to the employee, if they choose to expand their horizons the position will likewise expand.

Please apply with your resume, a cover letter highlighting your experience and why this might be a good match for you. Please provide references with phone numbers.