

Bill Bracey, Attorney is in *immediate* need of a Legal Secretary.

Duties include:

Typing

Filing

Opening/closing office

Maintaining docket/appointment calendar/setting appointments

Managing/paying office bills

Maintaining office supplies

Preparing/mailling billing statements

Filing Court documents

Communicating with Court Clerks for court dates/filings

Light office cleaning

Managing incoming/outgoing mail

Daily backup of computer files

Managing incoming phone calls/messages

Communicating with clients

Managing email communications

Some other duties will be hands on learning.

Beginning pay \$10/hour

Work day: 9:00 am to 5:00 pm, with an hour for lunch 12:00-1:00 p.m.

Please bring resume to:

606 N. 5th Street, Suite B

Blytheville, AR

Remember to dress for success when dropping off your resume.

Office asked to please call first to ensure someone is present: 870-763-7003