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Looking for a highly motivated and responsible individual with a positive attitude to handle multiple tasks within law firm.

EMPLOYMENT OPENING

JOB TITLE:	Legal Assistant/Paralegal
JOB DESCRIPTION:	Legal Assistant/Paralegal for sole practitioner-estate planning, probate, tax and corporate law.
REQUIREMENTS:	Bilingual (English/Spanish); Proficient in WordPerfect or Microsoft Word and fast typist. Must be self- starter.
WORK SCHEDULE:	Permanent full or part time Monday - Friday, 9:00 a.m. - 5:30 p.m.
SALARY:	Commensurate with experience.
COMMENTS:	Very pleasant working surroundings