

Local law firm is seeking a full or part-time professional, **LEGAL SECRETARY** with excellent communication and interpersonal skills for office duties and administrative support for its legal staff.

Qualifications:

- High School Diploma, GED or equivalent.
- Candidate must meet the standard requirements to become a Texas Notary.
- Ability to communicate and interact in a courteous manner with a diverse population, including applicants/clients and other professional contacts.
- Candidate must be detail oriented, efficient, organized and self-motivated.
- Excellent communication skills, both verbal and written.
- Excellent computer skills with use of Microsoft products preferred.

Please submit a cover letter, resume, list of professional reference, days/hours of availability for part-time applicants and salary requirements by **email to: lawfirm78624@gmail.com**