

EMAIL/CLERICAL ASSISTANT

Receipt, review, process incoming emails and documents; draft correspondence; greet client; answer and direct phone calls; and execute additional clerical and receptionist duties.

Applicants must possess a high school diploma or equivalent; have at least two years of administrative experience; have proficient typing, proofreading, and Microsoft Office skills; have excellent written and oral communication skills; be detail-oriented, able to multi-task, and have strong organizational skills. *Preference given to applicants with experience in a law firm.*

Full-time, 8-5, M-F. Rate of pay beginning at \$20.00 per hour (based on experience). Insurance, vacation, Simple IRA. Email resume to dwight@darrowlaw.com. No phone calls please.

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