

Experienced litigation secretary

Company: Garden City law Law Firm

Job Description: Experienced litigation secretary

Required Skills: Garden City law firm requires experienced litigation secretary, minimum 5 years experience. Team player, punctual, responsible, can work on his or her own. Responsible to 2 attorneys. Hours 9:15 to 5:45; benefits 6 six/personal days accrued every other month during the year; 2 weeks paid vacation after one years employment, 3 weeks after 5 years employment. Health insurance on a 3 tier plan with employer contributing partial amount to monthly subscription.

Location: Garden City , NY

Contact Name: Please fax resume to 516-745-6449

Email Address: N/A