

Part Time Paralegal

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| Company: | Laveman & Associates |
| Job Description: | Part time Legal Secretary—10-12 hours per week. Days and times flexible |
| Required Skills: | Word processing, letter writing & telephone skills, experience with legal documents and real estate documents a plus. |
| Location: | Melville |
| Contact Name: | Robin Laveman |
| Email Address: | robin@lavemanlaw.com |