

Legal Secretary

Company: Stagg, Terenzi, Confusione & Wabnik, LLP

Job Description: Legal Secretary

Required Skills: Garden City law firm seeks full time, experienced legal secretary. Must have litigation experience & be proficient in Word. Excellent secretarial, computer, communication and organizational skills required. ECF experience a plus. Email resume to lawjob@stcwlaw.com

Location: Garden City

Contact Name: Elisa Dillman

Email Address: lawjob@stcwlaw.com