



Legal Secretary Typist * William A. Brenner Attorney at Law Grahamsville, NY

Overview: William A. Brenner Attorney at Law is seeking Full-time and Part-time Legal Secretary Typist in Grahamsville, NY.

Responsibilities: Returning emails and phone calls, Typing documents

Schedule and Salary: These positions are Full-time and Part-time, Monday-Friday, and the hours vary, \$18.00 - \$22.00 hourly depending on experience

Requirements: High School Diploma

Skills required to perform the job: Strong Computer Knowledge, Typing Skills, Legal Secretary experience plus

Apply: Reach out to William A. Brenner Attorney at Law by emailing Williamabrenner@hotmail.com or by calling 845-985-7411.