



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, \$16.00 hourly plus 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.