**Job Description**

Receptionist, Legal Secretary

Answering multi-line telephone, transcription, greet clients, maintain filing, create new filing systems, maintaining filing system, draft and filed civil, probate and district court pleadings, prepare correspondence to clients and/or other attorneys and Judges, prepare billing statements, schedule appointments with clients and court appearances and maintain a calendar of appointments with clients and court appearances

Must be proficient in Microsoft Word and Excel

Please contact- Laura Markus for more information at laura.markus@bscc.edu