

LEGAL SECRETARY POSITION – DOWNTOWN NEW ORLEANS, LOUISIANA

The nationally recognized law firm of Garcia & Artigliere serves as fearless advocates and groundbreaking leaders in the field of elder abuse and class action litigation, protecting vulnerable senior citizens from physical and emotional harm and financial exploitation. This fast-paced prominent firm is currently seeking a sharp individual to join our team as a Legal Secretary in our New Orleans, LA office.

This Legal Secretary Position REQUIRES PREVIOUS EXPERIENCE Working In A Law Firm

Qualifications of Successful Candidate for Legal Secretary Position:

- Minimum of 3 years civil litigation experience in Louisiana courts
- Proficient in filing (traditional and e-filing) pleadings in state and federal courts
- Proficient in MS Word and Outlook
- Strong typing skills with a high degree of accuracy
- Ability to handle confidential information with discretion
- Strong organizational and interpersonal skills
- Self-motivated and able to work with minimal supervision
- Must be a team player and be comfortable working in a fast-paced, deadline-driven environment where priorities change frequently

Benefits:

- Immediate placement
- Excellent working environment
- Opportunity for growth
- 100% paid healthcare insurance
- Sick time benefits
- Vacation benefits
- Paid parking

Only qualified Legal Secretary candidates should apply. No phone calls, please. Please e-mail resume & salary history.

For further information on the firm please visit www.lawgarcia.com, however do not apply for this position through our website.