



2017-09-21

Part-Time Office Assistant Position

Firm Description

We are a small law firm (2 attorneys with 2 law clerks and business manager) located in downtown Los Angeles. We handle mostly commercial, financial, and environmental transactions and litigation. We work in a causal and friendly office space, and yet our practice is very busy and fast-paced.

Position Description

- part-time (15 to 20 hrs/wk), with longer hours during breaks if possible
- \$10.50/hr.
- position will last 3 to 6 months
- work directly with the business manager and/or attorneys to organize/archive/discard years of paper files and assisting with other clerical and office maintenance tasks as deemed appropriate per student's ability

Qualifications

- 16 or more years old
- junior or senior
- minimum B GPA
- eager to learn new tasks; ability to retain/follow detailed instructions; hard-working; consistent; reliable; can work on one's own

Application

--please send (1) letter of interest, (2) résumé (if available), (3) grade report, and (4) references (if available), by e-mail addressed to: recruiting@fraleylaw.com (no phone calls)

--deadline to apply is 2017-10-09