



LEGAL SERVICES
of North Dakota

LEGAL SERVICES OF NORTH DAKOTA
Administrative Office
418 East Broadway #7
Bismarck, North Dakota 58501
Telephone: 701-222-2110
FAX: 701-258-0043

Legal Secretary Position Announcement

- Location :** LEGAL SERVICES OF ND - FARGO LAW OFFICE
- Duties:** Responsible for performing legal and non-legal clerical duties, receptionist, bookkeeping, operating case and time management computer systems, ability to exercise independent judgment, initiative, coordination of assigned office operations.
- Qualifications:** High school diploma; strong computer skills; sensitivity to needs of clients; professional courteous demeanor.
- Starting salary:** Salary based on experience. Excellent benefits package.

Send resume and 3 references to:

Willa Rhoads
Legal Services of North Dakota
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Bismarck, ND 58501
Phone: 701-222-2110, Ext 314
Fax: 701-258-0043
Email: wrhoads@legalassist.org

Open until filled.

EEO based on age, race, color, religion, gender, disability, national origin, or sexual preference.