Holtsford Gilliland Higgins Hitson & Howard, PC - Legal Secretary

Experienced legal secretary/legal assistant needed for a is extremely organized, self-motivated, able to work independently, and able to communicate effectively by phone mid-sized civil litigation firm. Responsible for dictation, scheduling and calendaring, file management, communicating with clients, assisting with discovery responses, entering time and expenses, and other duties as requested. The ideal candidate will be extremely organized, self-motivated, able to work independently, and able to communicate effectively via telephone and in writing. A strong knowledge of Word, Outlook, and Excel is required.

Required Minimum Qualifications: Minimum high school diploma or GED certificate and two (2) years of work experience in an appropriate area.

Salary is commensurate with experience. Benefits include Blue Cross Blue Shield insurance, 401K (available after one year of employment), life insurance, and paid vacation time. Collegial, cooperative working environment with a fast-paced, growing practice.

Job Type: Full-time
Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off

Hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

Work Location: In person

Apply at:
Interested applicants can contact Virginia Morris via email at **vmorris@hglawpc.com**