



## **Open Position: Legal Secretary**

### **Type: Part-Time**

Markow Walker, P.A. is currently seeking a Legal Secretary on a part-time basis for our Guntersville, AL location. The lawyers of our firm handle a wide range of legal issues including: Insurance Defense, Workers' Compensation, Personal Injury, Business litigation, Trusts, Wills, Estates, and other Probate matters.

- Flexible hours (15-25 hours per week/mornings preferred but schedule is very flexible.)
- Negotiable hourly wage (No benefits included initially but no experience necessary (though experience is always welcome).
- In-person required.

- Duties may include the following (*Please note that this list is not all inclusive*):

Handling incoming/outgoing mail

Typing

Electronic filing

Office Supplies

Reception Area Desk

Scanning/Faxing when needed by attorney and paralegal

Miscellaneous administrative tasks

- We prefer applicants to be well organized, detail oriented, and proficient with Microsoft Word and Adobe Acrobat.

**To Apply: Submit the attached application to [syoste@markowwalker.com](mailto:syoste@markowwalker.com) or contact the office directly at 662.234.9899**

APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Are you over the age of 18? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ If Yes, what state? \_\_\_\_\_

Are you able to work overtime, if necessary? \_\_\_\_\_ If No, what reason? \_\_\_\_\_

When are you available to start work? \_\_\_\_\_

Are you experienced on: Computer \_\_\_\_\_; Dictation \_\_\_\_\_; Word \_\_\_\_\_ Word Perfect \_\_\_\_\_

Name of High School Attended: \_\_\_\_\_ Year Left School \_\_\_\_\_

Other Schools Attended: \_\_\_\_\_

**Employment History:**

Employers Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates Held: \_\_\_\_\_

Employers Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Wages: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Dates Held: \_\_\_\_\_

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