



Part-time Opportunity for Pre-Law Students

1 opening for Summer 2020

2 openings for Fall 2020

Law office focusing in the areas of **elder law and estate planning** seeks students with interest in a legal career to fill part-time positions for **summer beginning in May 2020 or August 2020 for fall.**

Duties will include file management, document drafting, client contact, answering phones, office administrative work and calendaring. Strong communication skills, organizational skills, and attention to detail required.

\$10.50/hr.

Flexible scheduling.

Please respond with a cover letter, résumé, and transcript by email to monica@doerrlawoffice.com. Please put 'Applicant' in the subject line.

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