



ATTORNEYS AT LAW, LC

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IMMEDIATE OPENINGS AVAILABLE

CHARLESTON ADMIN. POSITION:

Ability to work out of firm's Charleston office. Individuals applying **MUST** have positive attitude, be personable and be a team player. Candidates should possess excellent written skills and professional communication skills. The environment of the position requires the individual to multi-task. General duties will include answering telephones, general administrative duties including clerical tasks. No experience is required.

LETTER & RESUME TO:

JAN DILS, *Attorneys at Law*

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Parkersburg, WV 26101

Or email apply@jandils.com