



"Extraordinary service, exceptional results"

Are you a high school *Senior* and interested in working part-time, gaining work experience and earning some money for your future?

Our law firm is looking for a high school Senior to fill a part-time **File Clerk position.**

Our office is located at Tatum & Shea and some of the duties will include: assisting in our file room, operating our photocopy machine and scanner, helping with projects and potentially running errands.

This position requires a minimum of 10 hours a week (no more than 20). *An interest in law or business, good organizational skills & communication skills are a must.* A vehicle and a valid drivers' license are necessary for this position.

Position starts immediately, could potentially be available throughout the summer and pays \$12.00 per hour.

Email your resume (or a letter of interest) to: connie@loosebrown.com. No phone calls please.