



Legal Secretary *Billig, Loughlin, and Baer LLP* Monticello, NY

Overview: Billig Loughlin & Baer, LLP are seeking a **Legal Secretary/Paralegal** in Monticello, NY. The Legal Secretary/Paralegal to work in a Legal Office. Candidate must be self-motivated, with at least 3 years' legal experience in real estate and litigation. Must be proficient in MS Word (and preferably Word perfect).

Requirements: 3 years' experience in Real Estate and Litigation

Skills needed to perform job: Work independently; Able to follow direction; Proficient in MS Word

Salary, Shift, and benefits: \$40,000-\$50,000 yearly depending on experience, this is a full-time position, Monday-Friday, 9 AM - 5 PM, Benefits include Health Insurance, Paid Vacation, Holidays, and 401K.

Apply: Email or call Evelyn Cropsey-Mauri at emaury@blslaw.net or 845-794-3833