

Legal Secretary

The firm is continually searching for outstanding legal secretaries in all our locations and we welcome candidates to submit their resume. Interested candidates should note the general basic qualifications that are required in our legal secretarial positions:

- *Litigation experience;*
- *Professional demeanor with the ability to handle multiple diverse tasks;*
- *Professional communication skills, both written and oral, demonstrating strong interpersonal skills with clients, colleagues and superiors;*
- *Proficiency in the implementation of administrative duties;*
- *Ability to independently prioritize work;*
- *Strong organizational and filing skills;*
- *Strong technological skills with experience in the Microsoft Office Suite, specifically Word; and*
- *Flexibility for incidental overtime.*

All interested candidates should forward their resume with a cover letter indicating applicable skills, specific areas of law that the candidate has gained expertise or has an interest in, and salary requirements to hr@mdmc-law.com or fax to 973.425.8799. Resumes are kept on file for possible future openings. The firm offers competitive salaries and an attractive full benefit package.

McElroy, Deutsch, Mulvaney & Carpenter, LLP is committed to a policy against discrimination in employment based on "race, creed, color, national origin, ancestry, nationality of any individual, age, marital status, civil union status, domestic partnership status, genetic information, sex, affect ional or sexual orientation, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, the liability for service in the Armed Forces of the United States, or because of the refusal to submit to genetic tests or make available the results of a genetic test.