WE'RE HIRING!
LEGAL SECRETARY

MORRISSEY, MORRISSEY & DALLUGE is seeking a dependable, detail-oriented Legal Secretary to join our team.

WHAT WE OFFER

✔ Competitive salary
✔ Vacation & Sick Leave
✔ 401(k)
✔ Family-friendly work environment

ABOUT THE JOB

The ideal candidate will be organized, professional and able to manage a variety of legal office tasks, including document preparation, client communication, scheduling and file maintenance. Prior legal experience is helpful, but not required, we are willing to train the right person.

If you're looking for a stable position with a supportive, child-friendly law firm, we'd love to hear from you!

To apply, please send your resume to mmd.law@windstream.net or drop at our office, 177 South 3rd Street, Tecumseh.