



HOGAN & PRITCHARD
PLLC

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Our small but busy law office is looking for a part-time legal/administrative assistant to support the paralegal/office manager and assist the attorneys. This position is 12-15 hours per week with a flexible schedule. There is potential for this position to expand to greater responsibility and increased hours, offering great on-the-job training. If you are interested in joining our team, please email Kathleen Brown at kbrown@thehplawfirm.com with your resume'.

Job Brief: Looking for a self-motivated legal/admin assistant to ensure smooth running of office and effective case management. You will provide a broad spectrum of legal services under the supervision of an attorney.

Responsibilities: Work with the paralegal to enhance office effectiveness; provide legal administrative support to attorneys.

Skills: Familiarity with law, legal procedures & protocols, and court system.

Satisfactory knowledge of day-to-day operations of a legal office.

Computer literacy.

Organizational skills.

Ability to multi-task, prioritize tasks, and work under pressure.

Paralegal certificate or diploma, or be working towards certificate or diploma, is preferred.