

LEGAL SECRETARY/RECEPTIONIST POSITION

Full-time legal secretary/receptionist familiar Microsoft Word and Quicken; typing speed and accuracy a MUST; duties include answering telephone, greeting clients, general typing, and bookkeeping. Experience preferred but not required. Position immediately available. Salary dependent upon qualifications. Office hours Mon-Thurs 8:30 a.m. to 4:30 p.m.; Fri 8:30 a.m. to noon (closed Friday afternoons).

If interested, please send Resume to:

**Burkhardt Law Office
215 Fourth Street North
Cannon Falls, Minnesota 55009
Email: burkhardtlaw@citlink.net**