

**Clerical Assistant** for busy law office. Will act as receptionist, field phone calls, file docs with court, scan legal docs, other duties, and special projects. Must be HS graduate or equivalent. Fluency in Spanish is preferred, not required. Must be U.S. Citizen or authorized to work in U.S. and to receive compensation from a federal agency. Full time with fed. govt. benes package. Salary range \$36K-\$65K, based on exp and education. We value diversity and are committed to equity and inclusion. See full ad at <https://paw.fd.org/employment>. Applications that do not comply with ad instructions may not be considered.