

Clerical Assistant for busy law office will act as receptionist, file docs with court, scan legal docs, special projects and other duties. HS grad or equivalent. Spanish fluency preferred, not required.

Must be U.S. Citizen or authorized to work in U.S. and to receive pay from federal agency. Generous benes pkg. Salary range \$36K-\$65K, based on exp and education. We value diversity and are committed to equity and inclusion. Send resume and cover letter as one .pdf document to paw_employment@fd.org with subject line "2024-12". See full ad at <https://paw.fd.org/employment>. Applications that do not comply with instructions may not be considered.