

Legal Assistant needed for an established local law firm. Successful candidate must effectively communicate with the public while demonstrating excellent customer service skills, both in person and on the telephone. Applicant must be organized, able to multitask, possess excellence in computer and clerical skills, the successful candidate will have the opportunity to assume greater responsibility in a diverse law practice. Additionally, candidate must submit to a background check, drug screen, and/or credit report. Qualified applicants send resume to Tolbert & Tolbert, LLP, P. O. Box 250, Hillsville, VA 24343 or dtolbert@tolbertlaw.com.