

# SCHMITT SCHNECK SMYTH CASEY & EVEN, P.C.

---

ATTORNEYS AT LAW

## **Immediate Job Opening for Legal Assistant**

We are in need of a Mid-level (3-5 year) Legal Assistant for one attorney in an eight attorney law firm in central Phoenix. Practice areas include but are not limited to Estate Planning, Probate, and Business Law with a strong emphasis in Estate Planning. Applicants must have excellent word processing skills, strong organizational skills, and the ability to manage multiple tasks and deadlines. Knowledge of Outlook and TABS III a plus. Most importantly, Applicants must have a “can-do” attitude, have a strong work ethic, be dependable, and able to work with little supervision. Salary will be commensurate with qualifications, experience and education.

Fax resume to Ann at 602-277-8663 or email to [ann@azbarristers.com](mailto:ann@azbarristers.com).