

Legal Assistant

Available immediately - Legal Assistant for Grand Haven law office. The successful candidate must be upbeat; have excellent customer service, organizational, and communication skills; and be proficient with MS Office. This front office person must efficiently interact with current and prospective clients, court staff, opposing counsel, and the general public. This is a TEMPORARY position concluding in late October, 2017.

Please submit your cover letter, resume, and compensation expectations. Submission accepted via email roger@cotnerlaw.us or via US Mail to Cotner Law Office, 220 Franklin Ave., Grand Haven, MI 49417.