



JOSEPH  
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## . Legal Administrative Assistant

Joseph, Greenwald & Laake, P.A — Rockville, MD 20850

Joseph, Greenwald & Laake, P.A., an AV-rated, 40+ attorney law firm with offices in Greenbelt and Rockville, MD, seeks a highly motivated, enthusiastic and experienced legal administrative assistant to support trial lawyers in its Rockville office.

Applicant must have 4+ years of litigation and family law practice experience, excellent technical ability, and good people skills.

Applicant must also possess a positive, friendly attitude, as well as the ability to work independently, multi-task, and operate efficiently in a fast-paced environment. We offer a friendly, business casual atmosphere, a competitive compensation package and excellent benefits (e.g., fitness reimbursement, paid parking, new child care leave, etc.).

If you are a responsible individual and meet the above requirements, please e-mail your cover letter and resume to [jobs@jgllaw.com](mailto:jobs@jgllaw.com).

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