

HOT JOBS

Legal Secretary and Associate Attorney *Steven N. Mogel, Attorney at Law* Monticello, NY

Overview: Steven N. Mogel, Attorney at Law, is looking for a Paralegal/Legal Secretary and an Associate Attorney.

Paralegal/Legal Assistant

Schedule: Monday-Friday, 9am-5pm

Salary: Salary range is \$14-\$17 per hour

Benefits: Benefits include paid vacation, paid sick leave, and paid holidays

Requirements:

High School Diploma

College Education PREFERRED

Professional presentation

Calm and friendly demeanor

Computer literacy

Dependability

Associate Attorney

Overview: Established solo practitioner in beautiful Sullivan County, New York (approximately 90 minutes by car from Manhattan) looking to hire an entry-level law school graduate/newly-admitted attorney.

Practice is civil litigation heavy (including appeals), but it also includes a substantial criminal defense practice, zoning, real estate, landlord-tenant, surrogate's practice, matrimonial law, etc. Starting salary up to \$70,000 per year, with benefits, as well as other opportunities for increased income. Applicants should note that cost of living in Sullivan County, particularly housing prices, are substantially lower than that of metropolitan NY and its environs.

This position is open to the right candidate immediately.

Schedule: Monday-Friday, generally 9am-5pm

Salary: This position is salaried, salary ranges from \$65,000 to \$70,000 per year

Benefits: Benefits include health insurance, paid vacation, paid holidays, and paid sick leave

Requirements:

Juris Doctorate degree

Admitted/Pending admission to New York State Bar

Excellent legal writing skills

Professional presentation

Calm and friendly demeanor

Diligence

Reliability

Apply: to Steven N Mogel via email at smogel@sullivancountylawyers.com

or by telephone at 845-791-4303