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REAL ESTATE TRANSACTIONS · CIVIL LITIGATION · LAND USE & ZONING · EMINENT DOMAIN · ESTATE PLANNING & ADMINISTRATION

Walsh, Colucci, Lubeley & Walsh, a Northern Virginia commercial real estate law firm, has an immediate opening for a full-time administrative/legal secretary in our Arlington office.

We are looking for a legal secretary with three or more years' experience to provide support for the real estate transactions practice and assist with other administrative duties. It is essential that the candidate be well organized and a good writer, and possess superior admin skills. Microsoft Office/Word experience required.

The firm offers a friendly office environment and benefits that include health insurance, 401(k) profit sharing, and paid time off and holidays. The standard schedule is 9:00 A.M. to 5:30 P.M. with one hour for lunch (37.5-hour workweek). Salary is commensurate with experience.

To apply, please send your cover letter and résumé to info@thelandlawyers.com.

Walsh, Colucci, Lubeley & Walsh, P.C., is an Equal Opportunity Employer.

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