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

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

We are looking for a legal secretary with six or more years' experience to support three attorneys in the land use 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.

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