

## PROFESSIONAL STAFF

### IMMIGRATION LEGAL SECRETARY

Largest suburban Maryland law firm seeks detailed, organized legal secretary. 2+ years of employment-based and family-based immigration legal experience is required with knowledge of immigration procedures. Skills required: attention to detail, organizational, strong client relations, administrative, interpersonal, proofreading, computer proficiency, 70 words per minute typing, and dictaphone. Excellent benefits package. Send resume with salary requirement to:

Ms. Maura Bowen  
Shulman, Rogers, Gandal, Pordy & Ecker, P.A.  
12505 Park Potomac Avenue  
Potomac, MD 20854  
Fax: (301) 230-2891  
email: [mbowen@shulmanrogers.com](mailto:mbowen@shulmanrogers.com)

If you are interested in applying for employment with Shulman Rogers and believe you need special assistance or an accommodation to apply for a posted position, contact our Human Resources Department at (301) 230-5249.

Hearing impaired users please have your relay service provider contact our Human Resources Department at (301) 230-5249.

**Shulman Rogers is an Equal Employment Opportunity Employer.**

### REAL ESTATE LEGAL SECRETARY

Work Close to Home!

Largest suburban Maryland law firm is looking for an experienced legal secretary who wishes to continue their career in a very professional and friendly environment which inspires teamwork and values individual contribution. Real Estate - We seek a high energy, experienced legal secretary to support the Commercial Real Estate Practice. Experience with track changes to commercial contracts using Delta View software and MSW 2007. Skills required: acute attention to detail, strong work ethic, self-starter, organized, administrative skills, interpersonal, proofreading, computer proficiency, 70 wpm MSW word processing, and Excel. Outstanding benefits to include paid parking.

PROFESSIONAL STAFF (Continued)

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Shulman Rogers is not working with any search firms in connection with this position.