

# TRIPP SCOTT

Attorneys At Law  
A Professional Association

## **EMPLOYMENT OPPORTUNITY**

### **Position Title: Floater Secretary/Word Processor (*Freelance*)**

Hours: Monday through Friday, 8:30 a.m. to 5:00 p.m. As Needed

Location: Ft Lauderdale Office

Position Summary: We are continuously accepting applications for Secretary or Word Processors to be included in our Freelance Floater Pool. Candidates must be willing to float at secretarial and word processing desks on an as needed basis.

### **EXPERIENCE / POSITION REQUIREMENTS**

Must be experienced in working for both litigation and transactional attorneys and be proficient at working on complex documents in both Microsoft Word and WordPerfect.

### **APPLICATION INFORMATION**

**Send resumes via Fax to: Ellen Springs at 954-761-8475**

**Open Continuously**

*No Phone Calls Please.*