February 11, 2015

Mrs. Amy Henderson  
Director, Career Services  
Shelton State Community College

VIA EMAIL

RE: Office Assistant Position

Dear Mrs. Henderson:

Thank you for speaking with me regarding an opening we have for an office assistant. I have attached a job description. I look forward to hearing from you.

Sincerely,

Anne Wilson Guthrie  
Member
Position available with established, small law firm for an administrative assistant. The position is open March 2, 2015. The position is full time, but work hours are flexible based on class schedule.

Requirements:

- High school diploma or other equivalent degree
- Completion of at least one year in paralegal studies, accounting or similar field
- Reliable transportation with valid US Driver’s License and full coverage car insurance
- Previous work history that includes interaction with a broad range of consumers
- Familiarity with basic software applications, including word processing, database and spread sheet programs
- Highly organized and able to work with limited supervision

Job responsibilities:

- Greeting clients
- Answering telephone
- Ensuring all errands are done daily
- Scheduling appointments for attorneys
- Handling mail and other correspondence
- Preparing initial intake forms
- Organizing files for hearings and trials
- Exert initiative to maintain organization and daily operations as needed