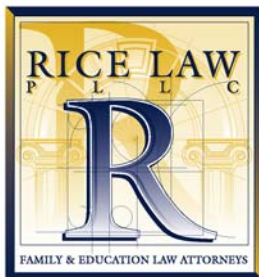


Charles E. Rice, III  
Sr. Member



Mark Spencer Williams  
Member/Manager

### STAFF VACANCY ANNOUNCEMENT

**LAW OFFICE ASSISTANT** – Hardworking individual needed immediately for growing Wilmington law practice. Individual answers phones, schedules appointments, screens for conflicts, files documents, and run heavy daily errands to Post Office, Bank, Courthouse, Register of Deeds, other attorney offices, and occasional errands to Pender and Brunswick County Courthouses. Must have cheerful helpful attitude and utmost professionalism. \$9.25/hour with mileage reimbursement. Parking provided.

**REQUIREMENTS:** Must be able to use Microsoft Outlook and Microsoft Word. Must have a customer service attitude and be committed to promote the vision and mission of the firm. Must have reliable transportation and North Carolina Driver's license. Must have office work experience.

**ABOUT RICE LAW:** Rice Law, PLLC is a small family-oriented and Christ centered law firm. We are located one block from the New Hanover County Courthouse in historic downtown Wilmington. Visit our Web site ([www.ricefamilylaw.com](http://www.ricefamilylaw.com)) for more information about our firm.

**TO APPLY:** Submit resume by e-mail to [gwilliams@ricefamilylaw.com](mailto:gwilliams@ricefamilylaw.com) or fax to (910) 251-6346. No calls or surface mail, please. Position available immediately until filled.



FAMILY & EDUCATION LAW ATTORNEYS

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