

Charles E. Rice, III  
Sr. Member



Mark Spencer Williams  
Member/Manager

## STAFF VACANCY ANNOUNCEMENT

**LEGAL ASSISTANT** – Full-time experienced individual needed for growing family law practice. This front office position works under the supervision of our Managing Member to perform varied duties to include, but not be limited to: reception, answer phones, schedule appointments, order supplies, draft court documents (pleadings/motions), file court documents at the courthouse, act as a liaison with clients, and run errands (to other attorneys' offices, Post Office, Bank, Courthouses).

**REQUIREMENTS:** Must be skilled with computers especially Microsoft Outlook, Microsoft Word and Microsoft Excel. Prefer knowledge of Amicus Attorney and MS LiveMeeting. Must be mature, detail oriented, capable of multi-tasking, have excellent organizational skills, have outstanding interpersonal skills, and promote the vision and mission of the firm. Must have reliable transportation and North Carolina Driver's license. Must have office work experience. Knowledge of the local Moore County bar is a plus.

**LOCATION:** We are hiring for our Southern Pines, NC location. The position may occasionally be required to travel to the Wilmington, NC location for training.

**HOURS:** 8:00 a.m. to 5:00 p.m. M-F; Some weekend work (approximately 4 times per year) possible.

**BENEFITS:** Rice Law currently offers approximately 20 days paid vacation and (14 of which are designated holidays) per year. The Firm does not currently offer health benefits.

**ABOUT RICE LAW:** Rice Law, PLLC is a growing family law Firm with its main offices in Wilmington, North Carolina. A satellite office will be deployed in Southern Pines in early 2010. Please see our website (<http://www.ricefamilylaw.com>) for more information about our firm.

**TO APPLY:** Submit resume, references and salary requirements by *email*, only, to: [mwilliams@ricefamilylaw.com](mailto:mwilliams@ricefamilylaw.com). No calls, faxes, or surface mail, please. Position available February 15, 2010 and will remain open until filled.

FAMILY & EDUCATION LAW ATTORNEYS

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