



Local Personal Injury Law Firm in Pensacola, FL is Highlighting a Recent Job Opening

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Pensacola, Fla. ? The Law Office of J.J. Talbott is a trusted personal injury law firm in the Pensacola area. Recently, the law office announced an opening for a file clerk position. This job opportunity will provide legal experience, along with a Monday through Friday schedule from 8 a.m. to 5 p.m.?The selected candidate will work closely with the attorneys to organize and maintain case files and help with office events as needed.

Qualifications for this position include preferred experience with Microsoft Office and a required high school diploma or equivalent. The best candidate will be able to juggle multiple tasks, be well organized, and have strong attention to detail. Along with managing case files and events, the full-time position will also involve other clerical duties, such as making copies, faxing and printing documents, assisting in telephone reception, running office errands, and a variety of other office tasks.

While previous law experience is not required, it is a significant advantage for candidates. The selected candidate will receive a variety of benefits, including life insurance, paid holidays, health benefits, dental and

vision benefits, and 401K options. The selected candidate will be offered thirteen dollars per hour to perform the desired job duties.?

The Law Office of J.J. Talbott handles a large variety of case types, including personal injury, workers' compensation, and family law. The workers' comp attorney is looking forward to meeting with candidates who have the right qualifications and who will be a great addition to the law firm team. Talbott has been practicing law since 1997 and has three trusted associates at the law firm who help him fight for every client that walks through the door. For more information about the open file clerk position or any potential cases, give them a call anytime at (850) 437-9600 or visit them online at www.talbottlawfirm.com.

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For more information about Law Office of J.J. Talbott, contact the company here: Law Office of J.J. Talbott J.J. Talbott 850-437-9600 jjtalbott@talbottlawfirm.com 900 East Moreno St. Pensacola, FL 32503

Law Office of J.J. Talbott

Whether you've been injured in a car accident, on the job, or on the water, the Pensacola personal injury attorneys at the Law Office of J.J. Talbott are here for you. Contact us today for a no cost, no obligation consultation.

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