

# Law Offices of Patricia L. Nagle, P.C.

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Admitted in Massachusetts and Rhode Island

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August 15, 2024

## **Legal Assistant / Real Estate Paralegal (20-30 hours per week)**

Small law firm in Mansfield needs a well-organized and detailed oriented legal assistant. Candidate will assist with and learn various aspects of real estate and estate planning law. This is a great opportunity to work closely with attorneys and enhance client service skills.

This position would include opening files, preparing real estate closing packages, client correspondence, answering the telephone, and general office duties.

Please submit cover letter and resume and salary requirements via e-mail to [hr@pnaglelaw.com](mailto:hr@pnaglelaw.com).