



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT



Law Office of Robert A. Sparks

NOW HIRING

Temporary Full-time Legal Assistant in Fairbanks

Ideal candidates are well organized and detail oriented, have a willingness to learn, and are familiar with Word Perfect and/or Word.

Duties:

1. Typing
2. Scanning
3. Answering telephone
4. Interviewing potential clients
5. Other duties as needed

Schedule: 9 a.m.-5 p.m. Monday-Friday

Starting pay: \$25 per hour

TO APPLY: Send your resume to carolynsparks@yahoo.com today!

MORE INFO: Visit alaskajobs.alaska.gov and search for "670594"



ROBERT A. SPARKS

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

A proud partner of the [americanjobcenter](http://americanjobcenter.org) network