

**Career Opportunities – McLean County Bar Association**

**Help wanted ad**

**Brady, Connolly & Masuda, P.C.**

*Attorneys at Law*

**PART-TIME FILE CLERK**

Brady, Connolly & Masuda is seeking a part-time file clerk to support our legal team with administrative duties such as organizing, copying, scanning, and filing of firm documents. This position requires a detail-oriented person with excellent organizational skills, strong attention to detail, and the ability to multitask. Must be able to work with and keep confidential information. Our work schedule will be Monday through Friday from 10:00 a.m. – 3:00 p.m. (days and time flexible between 9:00 and 5:00 p.m.). File experience a plus. To apply, send your resume and professional references to recruit @bcm-law.com

1/7/20