

## Legal Secretary - Real Estate

Brownstein Hyatt Farber Schreck, a Denver based downtown law firm with 250+ attorneys, is currently seeking an experienced Legal Secretary to support multiple attorneys in our Real Estate practice area. The responsibilities include maintaining all aspects of attorney's practice through effective communication, travel, calendaring, document production/revision, filing, phone coverage, records management, time entry and other projects.

We require at least 5 years of experience from within a law firm as a real estate legal secretary and/or executive assistant. To qualify, strong organizational skills and professionalism are a necessary asset along with the ability to prioritize effectively. Strong PC skills are a must, specifically in Word.

Please send cover letter & resume to Colleen Wheeler, Staff Recruiting Manager, at [cwheeler@bhfs.com](mailto:cwheeler@bhfs.com)

Brownstein Hyatt Farber Schreck is an equal opportunity employer.