

LEGAL SECRETARY – CITY OF UNION CITY, NEW JERSEY: Performs legal clerical work involved in preparing and processing legal papers such as summonses, complaints, motions and subpoenas which require a specialized knowledge of legal documents, terminology, processes and procedures. Tenant advocacy experience a plus. Applicants must be able to read, write, speak and communicate in Spanish and English sufficiently to perform the duties of the position. Salary for this position is \$40,000 annually. Requirements: Two years of experience in the preparation and processing of legal documents such as subpoenas, writs, notice of motion, court orders, consent agreements and foreclosures. Send letter of interest, resume, 2 references and other required documents to: Judith Gottlieb, Personnel Consultant, City Hall, 3715 Palisade Avenue, Union City, New Jersey 07087 or email your information to: jgottlieb@ucnj.com.