

Suggested Content for the Glades Community Updates

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To: Updates <updates@gladesinitiative.org>

Heading: Position Available: FLORIDA RURAL LEGAL SERVICES

Brief Summary of Event/Announcement:(Who/What/Why): Florida Rural Legal Services is seeking a Legal Secretary for its Belle Glade office location to undertake a variety of administrative and clerical tasks. The Legal Secretary will enhance the attorney effectiveness by providing information-management support, representing the attorney to clients and others. The goal is to sustain efficiency of all office procedures and case management to guarantee reliability and consistency

WHERE: <https://www.indeed.com/viewjob?jk=9add8183f9a312f8&tk=1gj2mdq3rhapq800&from=serp&vjs=3>



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