

**LEGAL ASSISTANT** for professional law office. Document production, general typing, filing, reception, & other office duties. Applicants must have excellent grammar, spelling, punctuation, and communications skills, be proficient in MS Word, and maintain confidentiality. Full time, M-F. Competitive salary commensurate with experience, skill level. Submit letter of application, resumé, and three references for immediate consideration to Gatz & Ress LLP.

Mail: P.O. Box 346, Colby, KS 67701

Email: [john@gatzlaw.net](mailto:john@gatzlaw.net)

Hand Deliver: 505 N. Franklin Ave., Ste. A, Colby