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Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Legal Secretary

Business/Location: Charles M. Agee, Attorney At Law, Dyersburg, TN

Requirements:

- **High School Diploma or equivalent**
- **Formal training, certification and/or degree in an administrative profession**

Responsibilities:

- **Be able to perform general office duties.**
- **Be able to take dictation and then enter the dictation.**
- **Be proficient in using Microsoft Office products.**

To Apply:

Send resume to:

Charles M. Agee, Attorney At Law

P.O. Box 280

Dyersburg, TN 38025

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to www.jobs4tn.com.