



## **GUAM LEGAL SERVICES CORPORATION – DISABILITY LAW CENTER**

Guam Legal Services Corporation-Disability Law Center (GLSC-DLC) is a private, non-profit corporation providing legal services to persons with disabilities, victims of violence, and children in non-criminal cases. GLSC-DLC is now accepting applications for the following full-time position:

### **RECEPTIONIST**

Must be customer service oriented, have good communication and interpersonal skills. Must be able to perform clerical work, typing, filing and provide administrative support. Must have a valid driver's license and have own transportation.

Applicants should have a team-oriented attitude. Must be able to empathize and have an understanding for survivors of domestic violence, sexual assault or other types of violence, individuals with disabilities, minors in the court system and other vulnerable populations. Applicants must have a professional appearance, good communication skills, efficient typing skills and computer proficiency.

Excellent benefit packages available. Salary will be commensurate with qualifications and experience.

**Interested applicants are encouraged to apply in person.**

**Guam Legal Services Corporation-Disability Law Center  
434 West O'Brien Drive, Ste 102  
Hagatna, Guam 96910**

**DEADLINE FOR APPLICATIONS: Until Position Filled**

For further information, please call (671) 477-9811/2.

**GLSC-DLC IS AN EQUAL OPPORTUNITY EMPLOYER.**

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