



COBB COUNTY BAR ASSOCIATION
CCBA
ESTABLISHED 1953

Classifieds

Classified Title: Associate Attorney

Description: Moore Ingram Johnson & Steele in Marietta is seeking an associate attorney with 1-2 years' experience in worker's comp defense work.

Contact Name: Phillip Beggs

Contact Email: GPB@MIJS.com

Contact Phone: 770-429-1499

Classified Title: Litigation Paralegal

Description: Busy full-service law firm in Sandy Springs has immediate need for a litigation paralegal with at least five years' experience with real estate and landlord/tenant litigation. We are looking for a person to capably handle a fast-paced and high volume environment that includes drafting demand letters, drafting pleadings and discovery (and responses), and processing paperwork with courts, including scheduling evictions. The firm seeks candidates with excellent credentials in math, writing, and communication. This position pays a competitive salary and benefits. Salary DOE.

Contact Name: Erica Berg

Contact Email: eberg@kkgpc.com

Contact Phone: 404-237-4100

Classified Title: Warner Bates is seeking a full-time Family Law Paralegal

Description: ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Under guidance of an attorney, draft various legal documents, including but not limited to: discovery requests, discovery responses, motions, briefs, etc.
- * Organize documents and coordinate document productions, including Bates-stamping, redaction, duplication and indexing of documents
- * Setup and maintain files which are organized chronologically, numerically and/or by subject matter based on case requirements and/or instruction of attorney(s).
- * Conduct document searches and factual research, including searches on databases and systems, cull relevant information from various print resources.
- * Prepare witness and materials for case preparation, including organizing memos, digests and other relevant documents for attorney review.
- * Under attorney supervision, prepare for and attend depositions, hearings, trials and mediations, including prepare documents, organizing exhibits, note taking, and handling exhibits.
- * Digest deposition, hearing, trial and/or mediation transcripts.
- * Work with attorneys in preparing and filing court documents.
- * Maintain docket calendar for cases, including calculating, recording and communicating deadlines to attorney(s)
- * Significant client interaction requiring strong communication skills and pleasant demeanor.

* Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- * Possession of a paralegal certificate preferred.
- * Possession of five (5) or more years working experience as a family law paralegal.
- * Knowledge of Georgia Civil Practice Act, Uniform Superior Court Rules and local court rules.
- * Possession of analytical and critical thinking skills, as well as exercise of good judgment.
- * Possession of positive and proactive attitude, acting as a self-starter with the ability to work independently and as a team member
- * Knowledge and ability to e-file, PeachCourt, Odyssey and GSCCA
- * Strong communication skills and ability to provide quality customer service, with pleasant demeanor
- * Strong attention to detail, ability to perform and prioritize multiple tasks
- * Strong working knowledge of Microsoft Outlook, Word, Excel and PowerPoint packages.
- * Strong Westlaw and Lexis research skills.
- * Hours: 8:30a to 5:30p with ability to work flexible hours as required.
- * Ability to type 60 plus words per minute.

Interested candidates should send their resume to me at phealy@warnerbates.com

No recruiters please.

Contact Name: Patricia Healy

Contact Email: phealy@warnerbates.com

Contact Phone: 770-951-2700

General civil and fiduciary/probate litigation paralegal or assistant on a full time basis needed.

Marietta law office with a supportive, collaborative approach seeks candidate with civil and probate litigation, estate administration, formal accountings, and other support for 2-3 attorneys. Candidate must excel in supporting a busy practice with a high volume desk; must have the ability to be flexible and proactive in adjusting priorities and multitasking. Experience with probate procedures a plus but litigation experience with drafting pleadings and trial organization required. Proficiency in Excel, Word and Outlook required, as are references. Excellent writing and communication skills desired.

Contact Name: Rick

Please Fax to (678) 784-3546

Classified Title: Single Office For Rent

Description: Single office (about 144 SF) for rent; two blocks from courthouse, at Roswell & Alexander Streets, with parking, secretary work space, shared common areas: conference room, reception area, kitchen, bathroom. Price includes basic utilities. Share copier and fax, if needed. \$575.00/mo.

Contact Name: Ken Waldrop

Contact Email: kenwaldrop@bellsouth.net

Contact Phone: 770-427-3131

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Contact Ivone Hughes at ivone@cobbcountybar.org for more information.

Cobb County Bar Association

70 Haynes Street, Suite 2006

Marietta, GA 30090

770-424-2947

www.cobbcountybar.org