



## 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](mailto: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](mailto: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](mailto:phealy@warnerbates.com)

No recruiters please.

**Contact Name:** Patricia Healy

**Contact Email:** [phealy@warnerbates.com](mailto: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

---

**Career Center/Classified Ads** will be sent to CCBA members weekly in the Cobb Bar Briefs with a link to the Career Center/Classifieds. The public will have access to ads on the CCBA website.



Rates \$100 for 90 days. Ads will be posted online within five (5) business days of submission and payment. [Click here to Place a Classified Ad](#)

Contact Ivone Hughes at [Ivone@cobbcountybar.org](mailto:Ivone@cobbcountybar.org) for more information.

**Cobb County Bar Association**  
70 Haynes Street, Suite 2006  
Marietta, GA 30090  
770-424-2947

[www.cobbcountybar.org](http://www.cobbcountybar.org)