



San Antonio Legal Secretaries Association



POSITION AVAILABLE FORM

PLEASE FAX OR EMAIL TO
SHARON TODD, EMPLOYMENT CHAIR

210.222.2453 (Fax)
stodd@ccn-law.com (Email)

DATE: _____

CONTACT PERSON: _____ PHONE: _____

FIRM NAME: _____

ADDRESS: _____

How would you like applicants to respond to your open position? (Please circle one)

- * Phone Number _____ * Fax Number _____
* Mail Resume _____ * E- Mail/Other _____

Position Open: _____

Field of Law: _____ Firm Size: _____

Experience/Requirements (Please include years of experience required): _____

Who will applicant work for? (How many attorneys, paralegals, etc. will she report to?)

Type of equipment/software: _____

Working Hours: _____ Overtime Required: _____

Reason job is available: _____

Salary Range: _____

Benefits:

Insurance _____ Parking _____

Bonus _____ Profit Sharing _____

Other _____

*Your listing will run for one month. Please advise me if you would like to renew the listing.
Please e-mail or fax form to: Sharon Todd (222-2453 -fax), stodd@ccn-law.com