



ATLANTA PARALEGAL ASSOCIATION, INC.

JOB OPENING

Company/Firm Name: Kitchens Kelley Gaynes, PC

Mailing Address: 5555 Glenridge Connector

Glenridge Highlands One – Suite 800

City: Atlanta State: GA Zip Code 30342

Job Title: Litigation Paralegal

Job 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.**

Experience/Educational Requirements: 5 years' experience with real estate and landlord tenant litigation

Send Resumes to: Erica Berg

E-mail Address: eberg@kkgpc.com

Ph. No.: (404) 237-4100