



ATLANTA PARALEGAL ASSOCIATION, INC.

P.O. Box 7552 | Atlanta, GA 30357

**JOB OPENING**  
**POSTING REQUEST**

By submitting this Job Opening Posting Request, the Company/Firm authorizes the Atlanta Paralegal Association, Inc. ("APA") to post the job opening on its website. APA makes no representations as to the qualifications of any individual(s) who submits a resume in response to the job opening. Please return a completed form to [info@atlantaparalegal.org](mailto:info@atlantaparalegal.org).

**Company/Firm Name:** Childers, Schlueter & Smith, LLC

**Mailing Address:** \_\_\_\_\_

City: Atlanta State: GA Zip Code: \_\_\_\_\_

**Website:** www.cssfirm.com

**Job Title:** Experienced Litigation Paralegal

**Job Description:** Firm in Brookhaven is looking for an experienced litigation paralegal to start immediately.  
Drafting pleadings, filing in Odyssey, Peachcourt, ECF, answering discovery, scheduling depositions,  
preparing trial notebooks and exhibits, assisting at trial, preparing settlement statements, and all  
aspects of litigation.

**Experience/Educational Requirements:** \_\_\_\_\_

Pay is commensurate with experience, we offer health insurance, PTO and bonuses.

**Send Resumes to:** Kristi Ackerman

E-mail Address: kackerman@cssfirm.com Ph. No.: (\_\_\_\_) \_\_\_\_\_

**Posting Expiration Date:** \_\_\_\_\_ (date to be removed from APA's website)

Unless otherwise specified, job openings will be posted on APA's website for a period of 90 days from the date the request is received by APA. Please contact [info@atlantaparalegal.org](mailto:info@atlantaparalegal.org) once the position has been filled so it can be removed from the website. Thank you for providing the members of Atlanta Paralegal Association, Inc. an opportunity to apply for a job within your Company/Firm.