



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:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Website:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

**Send Resumes to:** \_\_\_\_\_

E-mail Address: \_\_\_\_\_ 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.