



COMPANY: Burke, Blue, Hutchison, Walters & Smith, P.A.

LOCATION: 221 McKenzie Ave. Panama City

POSITION: Legal Secretary / Paralegal to cover a busy office

- Must be computer proficient
- Experience in Excel, Word, and/or Word Perfect needed
- Responsibilities include: phones, scheduling, case management, filing, and billing
- Legal experience preferred but not necessary for the right candidate
- Areas of practice include civil and family law
- Hours are Mon-Thurs 8:15am to 5:15p, and Friday 8:15am to 12:15pm
- Pay depends on experience

Please send resume and cover letter to jbomar@burkeblue.com

No phone calls.



COOPERATIVE EDUCATION

Kim Hoyt, Coordinator

Student Union East, Office 59

P (850) 872.3874 E khoyt@gulfcoast.edu

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