

STONE & SUTTON
Downtown Panama City Law Firm

PART-TIME ASSISTANT

Our small law office is very busy but the work is always interesting and you will be dealing directly with actual ongoing court cases.

Salary will be based on level of work experience and skills.
We offer on-the-job training and opportunities for advancement.

Skills/Qualifications:

Be interested in learning new things. Live in Bay County, have a working automobile, good verbal and written literacy skills, some proficiency in Word or WordPerfect; Excel proficiency would be great as would general office experience, but willingness to learn is more important.

Duties:

Will depend on your level of experience and will evolve with training.

Tasks:

- Maintain client files, draft letters and legal pleadings, assist clients in preparing responses to discovery requests, assist attorney in preparation for trials or hearings, schedule hearings, communicate with opposing counsel's firms, go to court with attorney.
- Share in general office responsibilities including welcoming clients and visitors by greeting them, in person or on the telephone; transferring calls; answering or referring inquiries. Perform intake for potential clients and schedule appointments. Help maintain reception areas and perform general office duties.

Email Resume and Cover Letter to: bettyjow@stonesuttonlaw.com



COOPERATIVE EDUCATION

Kim Hoyt, Coordinator

Student Union East, Office 59

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