



DBA ONLINE CLASSIFIED ADVERTISING

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COLLECTION PARALEGAL

Altick & Corwin, Co., LPA, a full service downtown Dayton Ohio firm seeks a highly motivated and qualified collection paralegal. The ideal candidate will have excellent academic credentials and 5+ years of experience doing either collection law or litigation. The candidate should be knowledgeable about all aspects of litigation and collection work.

Must have good organizational skills and be proficient in Microsoft Word, Excel and Outlook. Manage court docket calendars, prepare legal documents for attorney approval, maintain schedules and deadlines and a willingness to communicate daily with debtors. Candidate should possess a strong work ethic

Please send your resume, school transcript, references and any letters of recommendation to the attention of:

Scott A. Liberman, Esq., at Altick & Corwin, Co., LPA, One South Main St., Suite 1590, Dayton OH 45402 or by e-mail to liberman@altickcorwin.com

FEDERAL POSITION - UNITED STATES BANKRUPTCY COURT , COLUMBUS , OH - TERM LAW CLERK

Opening Date: June 15, 2017 - Closing Date: July 17, 2017.

The entire vacancy announcement is available on our web site www.ohsb.uscourts.gov

LEGAL SECRETARY

Altick & Corwin, Co., LPA, a full service downtown Dayton Ohio firm seeks a highly motivated and qualified legal secretary to assist with a domestic relations practice. The ideal candidate will have 5+ years of experience working in a law firm. The candidate should be knowledgeable about all aspects of litigation and domestic relations work. Experience includes proficiency in MS Word, Excel and Adobe Acrobat. Must have a strong work ethic and able to communicate with attorneys, clients and court personnel. Excellent benefits and salary based on experience. Hours are 8:30am to 5:00pm with one hour for lunch.

Please send your resume to the attention of Sandra Wieman, One South Main St. Suite 1590, Dayton, Ohio 45402 or email wiemans@altickcorwin.com

OFFICE SPACE AVAILABLE

Downtown Dayton – Liberty Tower, entire top floor; great views and windows open, seeking two – three attorneys to share space and office expenses: 3 beautiful private offices, assistant areas, reception area, conference room, internet/wifi & parking in building; low overhead. Call Richard Donenfeld at 226-7501.

STAFF ATTORNEY

Graydon Head & Ritchey, LLP, 80+ attorney firm headquartered in downtown Cincinnati is seeking a staff attorney experienced in handling Ohio workers' compensation matters to join its Labor & Employment team. The successful candidate will handle BWC and Industrial Commission matters and hearings at all levels, as well as provide support on other workplace health/safety and general employment matters. We seek excellent verbal and written communication skills and an ability to work collaboratively with fellow lawyers and professionally with opposing lawyers. We offer competitive compensation and an attractive benefits package. Please reply in confidence with your cover letter, resume and law school transcript to: Sharon Hambene, Recruiting & Development Coordinator, 312 Walnut Street, Suite 1800, Cincinnati, OH 45202, (Phone) 513.629.2848, (Fax) 513.651.3836, Email: shambene@graydon.law

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