



San Antonio Legal Support Association



Position Available Form

PLEASE E-MAIL TO: [redacted] CWenzel@dykema.com

DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

How would you like applicants to respond to your open position?

\*Phone Number: \_\_\_\_\_ \*Fax Number: \_\_\_\_\_

\*Mail Resume: \_\_\_\_\_ \*E-Mail: \_\_\_\_\_

Position Open: \_\_\_\_\_

Field of Law: \_\_\_\_\_ Firm Size: \_\_\_\_\_

Experience/Requirements: (Please include years of experience required): \_\_\_\_\_

Who will applicant work for? (How many attorneys, paralegals, etc. will they report to?)

Type of equipment/software experience needed: \_\_\_\_\_

Working Hours: \_\_\_\_\_ Overtime Required: \_\_\_\_\_

Reason job is available: \_\_\_\_\_

Salary Range: \_\_\_\_\_

Benefits: \_\_\_\_\_

Insurance: \_\_\_\_\_ Parking: \_\_\_\_\_

Bonus: \_\_\_\_\_ Profit Sharing: \_\_\_\_\_

Other: \_\_\_\_\_

\*Your listing will run for one month. Please advise me if you would like to renew the listing.

Please e-mail your form to: [redacted] CWenzel@dykema.com