

CERTIFIED PARALEGAL NEEDED FOR FULL-TIME POSITION: Paralegal needed for full-time position;
Requirements: document processing skills, attention to detail involving filing deadlines, summonses, calendaring system, and client documentation, proficient emailing, faxing, and telecommunication abilities, an ability to handle a volume case load, and prior civil trial and direct client contact experience;
Preferences: a North Carolina certified paralegal, able to work independently, three references, and prior experience with corporate/collection clients; Please submit resume and references via fax to 910-339-4743; No telephone inquiries or mailed resumes will be accepted.

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