

**ST. LOUIS ASSOCIATION OF LEGAL ASSISTANTS
JOB BANK**

Job Opening Fact Sheet

DATE JOB POSTING BEGINS:	
DATE JOB POSTING ENDS:	
COMPANY/FIRM NAME:	
ADDRESS:	
TELEPHONE:	
CONTACT:	
TYPE OF BUSINESS:	
TYPE OF POSITION AVAILABLE:	
RESPONSIBILITIES:	
HOURS:	
POSITION REPORTS TO:	
AMOUNT/TYPE OF EXPERIENCE REQUIRED:	
EDUCATIONAL REQUIREMENTS:	
BILLABLE REQUIREMENTS:	
SALARY RANGE:	
MISCELLANEOUS COMMENTS:	

ST. LOUIS ASSOCIATION OF LEGAL ASSISTANTS MAKES NO REPRESENTATIONS AS TO THE QUALIFICATIONS, WORK EXPERIENCE, AND/OR EDUCATION OF ANY APPLICANT WHO RESPONDS TO THIS POSITION.