

## Legal Assistant / Legal Intern

### Job Description

The law firm of Coleman Talley LLP has an immediate opening for a part-time legal assistant in its Valdosta, Georgia office. The successful candidate must have a four-year degree or pursuing same. Long-term career interest in the legal field, and/or real estate or accounting preferred. Responsibilities include support to legal professionals in various phases of real estate and corporate transactions.

### Qualifications

- Strong word processing skills
- Strong organizational skills and ability to multi-task
- Possesses a sense of urgency
- Works both independently and as part of a team
- Proficiency in Word, Microsoft Outlook, Adobe, and Excel
- Self-starter; highly motivated
- Detail oriented
- High degree of professionalism with strong communication skills

Coleman Talley LLP hires hard-working individuals with diverse backgrounds, and interests. We value our culture and are proud of our respectful and friendly reputation.

### Schedule

25 to 29 hours / week – willing to work with successful candidate on school/work schedule needs

### How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com)

### About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

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