Firm/Company Name

(Send copy of firm logo for posting)

Job Title [Position]:		**Job Category:**	
Department/Group:		**Posted By:**	
Location:		**Travel Required:**	
Level/Salary Range:		**Position Type:**	[i.e.: full-time, part-time, etc.]
HR Contact:		**Date posted:**	
Reports to:		**Posting Expires:**	[i.e., 30-days]

Applications Accepted By:	
Fax or E-mail: **Attention:**	**Mail:**

Job Description
Brief Summary: **Duties:** **Skills/qualifications:** *[NOTE: Attach separate sheet(s) as necessary with the complete job description]*

Philadelphia
A Chapter of the Association of Legal Administrators