

**Position:** Paralegal  
**Firm/Attorney:** Jerry Finney, The Finney Law Firm  
1110 Woodrow Street  
Columbia, SC 29205  
**Contact:** Jerry Finney  
**Telephone:** 803-254-7408  
**Date Posted:** August 21, 2003

**Duties and Responsibilities:** This is a full time position. Duties and responsibilities include assisting attorney with varied work load and providing paralegal support as needed, scheduling meetings., and working primarily with clients on personal injury cases.

**Requirements:** Proficiency in Word, strong written and verbal communication skills, ability to handle multiple projects and demonstrate both professional attitude and appearance.

**Salary:** Based on experience.

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**Position:** Paralegal  
**Firm/Attorney:** Ratchford & Hamilton, LLP  
1531 Laurel Street  
Columbia, SC 29201  
**Contact:** Rebecca Godbold Shiver  
**Telephone:** 803-799-0700  
**Date Posted:** August 25, 2003

**Duties and Responsibilities:** This is a full time position as a real estate paralegal..

**Requirements:** Foreclosure experience and ability to read title is highly preferred. Firm will train candidate for position.

Please submit resume to Personnel, 1531 Laurel Street, Columbia, SC or e-mail it to [fourclose@RatchfordandHamilton.com](mailto:fourclose@RatchfordandHamilton.com).

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**Position:** Legal Assistant / Runner  
**Firm/Attorney:** J. Robin Turner, P.A.  
P.O. Box 11646  
Columbia, SC 29211  
**Contact:** Fax Resume  
**Telephone:** 803-252-6082  
**Date Posted:** August 22, 2003

**Duties and Responsibilities:** This is a part time position which may become full time. Small established solo practice firm concentrating on real estate (60%) and civil practice ( mostly personal injury, workers compensation, probate and corporate) needs a bright, reliable and humble student to serve as general assistant to attorney and staff. Duties include updating real estate titles (will train), running errands to local courthouses, writing, and general office support.

**Requirements:** Transportation for short travel.

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**Position:** Copy and file clerk  
**Firm/Attorney:** Richardson, Plowden, Carpenter & Robinson, P.A.  
1600 Marion Street  
Columbia, SC 29201  
**Contact:** Send resume and cover letter identifying the position for which you are applying to Human Resources, Richardson, Plowden, Carpenter & Robinson, P.A., P.O. Drawer 7788, Columbia, SC 29202, or e-mail kriley@rpclaw.com  
**Date Posted:** August 08, 2003

**Duties and Responsibilities:** This is a part time position (20-22 hours per week, Monday through Friday or Monday, Wednesday and Friday). Responsible for delivering setting up folders for new cases, making copying and filing pleadings, correspondence and other documents, preparing and processing mail, looking up accounting-related data.

**Requirements:** Word processing skills, ability to focus and attention to detail, experience with follow through, and initiative in performing routine work and anticipating and resolving problems.

Salary: \$7.00 an hour.

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**Position:** Runner  
**Firm/Attorney:** Richardson, Plowden, Carpenter & Robinson, P.A.  
1600 Marion Street  
Columbia, SC 29201  
**Contact:** Apply in Person at 1600 Marion Street  
**Date Posted:** August 25, 2003

**Duties and Responsibilities:** This is a part time position: schedule is 8:30 a.m. - 1:00 p.m., Tuesdays and Thursdays. Responsible for delivering faxes, processing mail, copying and filing. Duties also include filing court documents, making bank deposits and other local deliveries.

**Requirements:** Candidates must be dependable and have a valid driver's license and reliable transportation.

**Salary:** \$6.60 an hour and mileage reimbursement at \$.36/mile.

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**Position:** **Runner / File Clerk**  
**Firm/Attorney:** Grier Law Firm, LLC  
107 Westpark Blvd., Suite 120  
Columbia, SC 29210  
**Contact:** 731-0030  
**Date Posted:** August 25, 2003

**Duties and Responsibilities:** This is a part time position: for a runner and/or file clerk for a law firm located in the Harbison area. Call the number above to set up an interview appointment.