

## CLASSIFIED—SUPPORT STAFF (Paralegal, Secretarial & Administrative)

### 2010 Advertising Rates

(Consecutive Insertions)

	4 times	1 time
<b>1/4 Page</b> (3-1/4" x 10-1/4")	\$275/wk	\$620 (Maximum Exposure Special - Run 4 weeks, get 2 extra weeks at no-charge)
<b>1/6 Page</b> (3-1/4" x 6-1/4")	\$245/wk	\$555 (Maximum Exposure Special - Run 4 weeks, get 2 extra weeks at no-charge)
<b>Double Box</b> (3-3/8" x 3")	\$195/wk	\$435 (Maximum Exposure Special - Run 4 weeks, get 2 extra weeks at no-charge)
<b>Single Box</b> (1-5/8" x 3")	\$154/wk	\$302

Deadline: **Wednesday at 5 p.m.** for the following week's publication.

## lawjobs.com

### INTERNET POSTING

All employment ads will be posted at [www.lawjobs.com](http://www.lawjobs.com) at no extra charge.

### BLIND BOXES

Blind boxes are available at an additional \$25 per week. The Law Tribune will assign a number and forward all responses to you. Any information not provided in your ad is kept strictly confidential.

#### *Sample Ads - Actual Size*

### Senior Paralegal

Save the Children, a leading international and U.S. child-focused relief and development Agency seeks a Senior Paralegal to provide assistance to our Senior Legal Counsel with respect to various aspects of the legal department's work. He/she will collect, analyze, organize and maintain factual information and documents, prepare reports, correspondence and memoranda on a broad range of topics and read and analyze litigation documents, estate accountings, contracts and statutes regulating the activities of charitable organizations. Requires: Bachelors' degree from four year college or university and paralegal certificate; five to seven years paralegal experience; or equivalent combination of education and experience; thorough knowledge of Microsoft Word, Excel, Access and PowerPoint; Internet proficiency with respect to retrieving information from state and federal sites; some familiarity with Lexis; the ability to use or willingness to learn software used in connection with structured charitable gifts; ability to effectively present information to attorneys and senior management and excellent communication skills (oral and written), customer service skills, detail orientation, and strong organization/prioritization skills.

Interested candidates please send application materials including salary requirements to [Gtinsley@savechildren.org](mailto:Gtinsley@savechildren.org)  
**EOE/M/F/V/D**

*Double Box*

### Legal Secretary

National Stamford law firm seeks experienced litigation secretary who is detail-oriented, able to work independently and efficiently in fast paced environment and possess strong communication, computer and organizational skills. Experience with employment litigation a plus.

Fax Resume to:  
203-326-7581  
Attn: Office  
Administrator

*Single Box*