

Contact

Houston

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Atlanta

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Philadelphia

300 Conshohocken State Road
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Denver

600 17th Street
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San Antonio

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Professional Support Staff

We have paralegal positions in support of most of our practice areas, presently employing between 15 and 20 paralegals firm wide. While we strive to and largely succeed in achieving a high level of stability among our entire support staff, positions are frequently available for both paralegals and legal administrative assistants. From time to time other positions are available in our accounting, records, and office services departments.

We are an equal opportunity employer with a diverse staff. We respect professionals who enjoy working in a team environment with a commitment to service and excellence. Our fringe benefits include health care, long-term disability, life insurance, profit-sharing and 401(k) plan, cafeteria plan, parking allowance, ten paid holidays and a comprehensive personal-time-off program that covers vacation time and other required absences.

From time to time, available positions are posted in our "Positions Available" section at the bottom of this page.

Houston Office:

Interested candidates for our Houston office may submit resumes to and contact our HR Director, Bonnie Lewis at Chamberlain, Hrdlicka, White, Williams & Aughtry, 14th Floor, 1200 Smith Street, Houston, Texas 77002, by phone at (713) 654-9644 or via e-mail at bonnie.lewis@chamberlainlaw.com.

Atlanta Office:

Interested candidates for our Atlanta office may submit resumes to and contact our HR Director, Bonnie Lewis at Chamberlain, Hrdlicka, White, Williams & Aughtry, Thirty-fourth Floor, One Ninety One Peachtree Tower, 191 Peachtree Street N.E., Atlanta, Georgia 30303, by phone at (404) 658-5420 or via e-mail at bonnie.lewis@chamberlainlaw.com.

Philadelphia Office:

Interested candidates for our Philadelphia office may submit resumes to and contact Ms. Karen Lombardi, Chamberlain, Hrdlicka, White, Williams & Aughtry, 300 Conshohocken State Road, Suite 570, West Conshohocken, Pennsylvania, 19428, by phone at (610) 772-2302 or via e-mail at karen.lombardi@chamberlainlaw.com.

Positions Available

HOUSTON OFFICE

Professional Support Staff, Continued

Junior Legal Secretary

Legal Secretary with 3 to 5 years of experience needed to support busy litigation group. Must be proficient in MS Word and Outlook (version 2010 preferred); must possess excellent organizational skills, and be professional both in appearance and oral/written communications. Applicants with a Bachelor's Degree and experience with iManage will be given special consideration.

ATLANTA OFFICE

Litigation Paralegal

Litigation Paralegal with 3 to 10 years of experience needed to support busy litigation group. Must be proficient in MS Word and Outlook (version 2010 preferred); must possess excellent organizational skills, and be professional both in appearance and oral/written communications. Knowledge of Summation, iManage, and E-filing preferred. Applicants with trial experience will be given special consideration. Bachelor's Degree required.

Chamberlain, Hrdlicka, White, Williams & Aughtry does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, sexual preference, age or handicap.

