

Coleman Legal Group, LLC

11539 Park Woods Circle

Suite 304

Alpharetta, Georgia 30005

www.ColemanLegalGroup.com

Contact: Danny Coleman, MBA, Esq.

Phone: 770-609-1247

Email: dcoleman@dcolemanlaw.com

Job Task Descriptions – Opportunities

- Filing and sorting documents
- Setting up paper and electronic files
- Scanning documents and saving to server
- Researching basic legal issues and writing short articles at a high school reading level
- Making phone calls, Taking Phone Calls, Taking Messages, Greeting Clients and Potential Customers
- General administrative office work that is suitable for the student's abilities and experience