

From: David Huggins <David.Huggins@peacockkeller.com>  
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Could you please post the following on the Paralegal Institute's Job Opportunities page. If possible, for 30 days. Let me know if you have any questions or need any additional information.

**Litigation Paralegal – Full Time Position in Washington, PA**

Peacock Keller, LLP is currently seeking a full-time onsite litigation Paralegal. Responsible for assisting attorneys by preparing and filing legal documents, scheduling depositions, expert retention, reviewing discovery, analyzing medical records, and trial preparation. Proficiency with MS Office applications and electronic Court filing platforms is required. A Paralegal Certificate/degree or equivalent combination of education and experience is required. Excellent benefits. Salary commensurate with experience. Send cover letter and resume to dhuggins@peacockkeller.com.

**Real Estate Paralegal – Full Time Position in Washington, PA**

Peacock Keller, LLP is currently seeking a full-time Real Estate paralegal focusing on mineral title examination (oil, gas and coal). Proficiency with MS Office applications and a minimum of one year experience searching mineral title in the Washington and Greene Counties Recorder of Deeds, Register of Wills, Prothonotary, Clerk of Courts and Tax Assessment offices required, along with strong organizational skills and attention to detail. Excellent benefits. Salary commensurate with experience. Send cover letter and resume to dhuggins@peacockkeller.com.

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