**Job Opening:** Legal Administrator (Part-Time)

**Company:** Ballinger Publishing

**Position Overview**

Ballinger Publishing is seeking a part-time Legal Administrator to manage legal notices and content for *The Summation Weekly* (in partnership with the Escambia/Santa Rosa Bar Association).

**Key Responsibilities**

Receive, schedule, proof and organize legal notices from local attorneys using specialized Account Scout software.

Generate and export files using Adobe InDesign.

Upload legal notices to the public notices website in a timely manner.

Provide and E-File notarized affidavits as proof of publishing.

Handle billing and invoicing.

Gather state and local news briefs from various sources for publication.

Perform bulk mailing once a week.

**Skills & Qualifications**

Organized and detail-oriented.

Excellent customer service skills.

Legal background or education is a plus.

Notary public certificate or willingness to obtain.

Strong oral and written communication skills.

Effective time management and ability to work independently.

Proficiency in Microsoft Word and Excel.

Willingness to learn new software.

**Pay Based on Experience**

**To Apply**

Send Resume to [Kelly@ballingerpublihing.com](mailto:Kelly@ballingerpublihing.com) with the subject “Legal Administrator Position”