



Established in 1897

CHATTANOOGA BAR ASSOCIATION POLICIES & PROCEDURES

1. Purpose

The purpose of the CBA Legal Placement Service hereinafter referred to as CLPS will be to provide member lawyers or firms with candidates to fill support staff and attorney positions at a substantial savings in time, effort and fees. Larger firms, companies, and government entities that need support staff and attorney positions will also benefit from substantial savings and time.

2. Administration

CLPS will be administered by the Administrative Assistant of The Chattanooga Bar Association under the direction of the Executive Director.

3. Plan of Organization

- 3.1 CLPS will maintain position announcements on file for a period of sixty (60) days, or until otherwise notified that the position has been filled. Firm resumes or any other information concerning employment opportunities within a particular firm may also be submitted to CLPS for review by the applicants.
- 3.2 Attorneys and support staff (paralegal, legal secretary, bookkeeper, receptionist, office managers, law clerks, etc.) who are seeking employment in the Chattanooga legal community may submit their resumes directly to CLPS. These applicants will be required to complete a general information questionnaire in order to participate
- 3.3 CLPS will accept *via email* one (1) resume from each candidate, and maintain their name in the database for six months. The resume would be forwarded to employers listing appropriate positions. ***If an applicant does not want certain firms or lawyers to be contacted, this information should be provided to CLPS on the application form.***
- 3.4 Employers who desire to list a position announcement (*Attorney, legal secretary or paralegal position*) with CLPS, will be emailed the appropriate resumes generally within three (3) days and continue referrals for up to sixty (60) days, or until the position is filled.
- 3.5 Once a candidate *referred by Chattanooga Legal Placement Service* is hired, the employer will pay \$300.00 as a non-refundable placement fee for support staff positions, and \$500.00 for attorney positions.
- 3.6 Payment of the placement fee is due and payable on or before fifteen (15) days from the date of the invoice for services rendered by CLPS to the employer.
- 3.7 All information provided by CLPS to the employer shall be deemed confidential information and the employer, its employees, agents, and representatives shall use such information solely in considering the qualifications of an applicant or employment and for no other purpose. Such information shall not be communicated to any party other than agents or employees of the employer or CLPS.

4. General

- 4.1 In the event the employer is held by any court of competent jurisdiction to be in violation, breach, or non-performance of any of the agreement, employer shall pay all costs of such action or suit and all costs and expenses of CLPS, including reasonable attorneys' fees, incurred in bringing or defending such suit or action.
- 4.2 It is understood and agreed that CLPS has not undertaken a background investigation nor does it warrant the accuracy of the information supplied by the applicant.

These original Policies & Procedures were approved by The Board of Governors of The Chattanooga Bar Association on December 9, 1992, and Amended March 1, 2016.



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**CHATTANOOGA BAR ASSOCIATION
Legal Placement Service**

The Chattanooga Bar Association Legal Placement Service, herein after referred to as CLPS, will provide employers with resumes of candidates whose qualifications appear to meet the employer's requirements for support staff and attorney positions at a substantial savings in time, effort and fees. All information provided by CLPS shall be deemed confidential.

STATEMENT OF UNDERSTANDING

The CLPS shall distribute candidates' resumes in accordance with the policies and procedures and as partial consideration for the placement services provided, candidate waives any claim against The Chattanooga Bar Association for any loss, damage or expense that may be incurred by the candidate as a result of the services rendered hereunder and the dissemination of the information concerning the candidate.

It is understood that the CBA Legal Placement Service is not employing the candidate and thus, the candidate will receive from Legal Placement *no* employment benefits such as insurance benefits, worker's compensation, unemployment benefits, overtime compensation or wages. Such employment benefits will be the responsibility of the employer who hires the candidate/employee if a job is secured through the CBA Legal Placement Service.

I have read and agree to abide by The Chattanooga Bar Association Legal Placement Service Policies and Procedures.

Applicant: _____ **Date:** _____

APPLICATION FOR POSITION

Please complete this questionnaire and return it with your resume to Lynda M. Hood, Chattanooga Bar Association, 801 Broad St, Ste 420, Chattanooga, TN 37402 or email to LHood@chattanoogabar.org

Name: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Home Address: _____

Email: _____ Mobile phone: _____

Best phone number for us to contact you: _____

1. Are there certain firms or lawyers that you do not want to be aware of your job search? Please list:

2. What kind of practice would/do you want to work in (e.g., small/large firm; public/private; sole practitioner, etc.)?

3. In what areas of law do you practice or have an interest?