

December 3, 2025

Wallace Community College  
Attn: Catherine Pierce  
Coordinator of Career Services  
VIA EMAIL: [cpierce@wallace.edu](mailto:cpierce@wallace.edu)

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**CLERICAL ASSISTANT.** Established Dothan law firm seeking part-time clerical support person for Collection Department. General computer knowledge, Word and Excel experience required and collections and/or legal experience a plus. Weekdays only, hours are negotiable, preferably 1 p.m. to 5 p.m. Duties include data entry, document production, database searches, filing, spreadsheet creation and editing, lawsuit preparation, electronic filing in court system and errand running.

Interested parties should call Jan Watson at 792-5157 or fax or email their resume to her attention at one of the numbers below:

Lewis, Brackin, Flowers & Johnson  
265 West Main Street  
Dothan, Alabama 36301  
Tel (334)792-5157  
Fax (334)671-0977  
[jwatson@lbflaw.com](mailto:jwatson@lbflaw.com)

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