

# Areas of Expertise

FLEXIBLE SOLUTIONS FOR ALL YOUR STAFFING NEEDS



## Locations

Philadelphia, PA  
Boston, MA  
New York, NY  
Chicago, IL  
Miami, FL  
Detroit, MI

## Flexible Staffing Solutions

Freelance/Contract  
Temp to hire  
Direct hire  
Executive Search  
Managed Services

## Contact

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Philadelphia, PA 19123  
ginger@clutchnow.com  
215.240.6672 x 100  
267.475.0022

**clutch** | Legal

## Law Firm

First Year Lawyer  
Lawyer (2-3 Years)  
Lawyer (4-9 Years)  
Lawyer (10+ Years)

## Corporate (In-House)

In-House Counsel (3 years)  
In House Counsel (4-9 Years)  
In House Counsel (10+ Years)  
Associate General Counsel  
General Counsel  
Trademark Attorney

## Law Firm Administration

Legal Administrator  
Office Manager  
Practice Manager

## Legal Support

Administrative Assistant  
Legal Secretary (1-2 Years)  
Legal Secretary (3-6 Years)  
Legal Secretary (7-11 Years)  
Executive Legal Secretary (12+ Years)  
Legal Assistant  
Senior Legal Assistant  
Case Clerk (2 Years)  
Paralegal (2-3 Years)  
Midlevel Paralegal (4-6 Years)  
Supervising Paralegal (7+ Years)  
Paralegal Manager  
Hearing Officer

## Legal Specialists

Patent Agent  
Patent Docket Specialist  
Records Manager  
Records Clerk  
Docket Clerk  
Title Clerk  
File Clerk  
Time & Billing Clerk  
Intake Specialist  
Collection Specialist  
Docketing Specialist  
Servicing Specialist  
Conflict Analyst

## Compliance Administration

Compliance Analyst (1-3 Years)  
Compliance Analyst (4-6 Years)  
Compliance Manager (7-9 Years)  
Compliance Director (10+ Years)

## Contract Management

Contract Administrator (1-3 Years)  
Contract Administrator (4-6 Years)  
Contract Manager  
Labor Relations Contract Specialist

## Lease Administration

Title Closer  
Lease Assistant  
Lease Administrator  
Lease Manager

## Litigation Support

Document Coder  
Account Litigation Support  
Litigation Strategist  
eDiscovery Analyst (2 Years)  
eDiscovery Specialist (3-6 Years)  
eDiscovery Manager (7-9 Years)  
eDiscovery Director (10+ Years)  
Personal Injury Litigation Support

## General Administrative

Legal Receptionist  
Office Clerk  
Legal Word Processor  
Warranty Administrator

## Services

Court Reporting  
Consulting  
Document Scanning  
Exhibit Synchronization  
Interpreters  
Last Minute Depositions  
Research  
Trial Support & Presentation  
Will Preparation  
And many more...