

Senior Family Law Paralegal - Job Description

The ideal candidate for this position will use their Texas work experience and superb organizational skills to compassionately support clients during their family law journey. This position is crucial to allow us to support our clients with superior service, and our team is dedicated to being a supportive resource for our clients.

Responsibilities

- This role in our firm is crucial to efficiently and proficiently care for clients in both a compassionate and efficient manner. The perfect applicant will have the responsibility to :
- Prepare a wide range of legal documents including pleadings, reports, correspondence, and forms in both draft and final form, relating to family law; e-file same
- Draft discovery pleadings, including Inventories and Appraisements; collect and prepare documents for production; review documents produced; prepare and maintain discovery inventories
- Prepare attorneys for hearings, trials, conferences, mediations; attend same when required
- Monitor case court dockets, internal client dockets, case filings; update legal case/client electronic tracking database (Clio) regarding their assigned cases; capture client information; update client files
- Communicate compassionately and effectively with clients; aid in the collection of client information and documents
- Monitor, prioritize, organize and facilitate daily workflow for an attorney(s), self, Legal/Administrative Assistants
- Manage calendars; schedule appointments, hearings, mediations; track deadlines and time-sensitive tasks
- Maintain the integrity of a case's file management systems regarding their assigned cases, including classifying, arranging, retrieving, and storing information in both electronic and hard copy formats
- Notarize documents as needed
- Contribute to the refinement of workflows to enhance our ability to serve our clients efficiently
- Meet internal billing minimum requirements (1650/year)

Qualifications

- Extensive knowledge of the Texas Family Code and legal terminology, processes, documents as they pertain to family law in Texas; our new paralegal must have worked in family law in Texas for at least the last 2 years.
- Is highly organized; able to multi-task proficiently and efficiently
- Strong interpersonal skills in working with clients, attorneys, court personnel, vendors, etc.; able to communicate effectively and professionally with clients, vendors, attorneys, paralegals, court personnel
- Highly collaborative in nature
- Able to exercise high levels of discretion, confidentiality, sensitivity, and integrity
- Has a sense of humor to fit in with our highly spirited team
- Effective in communicating a compassionate approach to their case management and communications with clients

Interested Qualified Candidates Can Send Resume To:

Crystal M. Cornett, Legal Recruiter

Telephone/Text: 832-696-9315

Email: ccornett@nnlegalsearch.com