

### **Family Law Paralegal - Job Description**

Seeking to hire an advanced/experienced paralegal to begin immediately and hit the ground running. This primary position is in-office only (no remote possibility) and full time. The hours will be 8:30 until 5:00 PM Monday through Thursday and Friday will be 8:30 until 4:00 PM. The pay depends on work experience. Candidate must be able to complete the following tasks on a 100% self-driven basis:

1. The ability to handle Family Law Case load (approximately 60-80 cases) from beginning to end. Must have highly developed organizational and time management skills. Will be working close with the attorneys in order to assist with a wide range of legal documents.

### **Position requires the following primary duties:**

1. Drafting and sending correspondence to attorneys, court staff, clients, caseworkers and other persons in all types of family law cases. Meet with clients, maintain positive working relationships with clients, work well with others in a small office setting, have exceptional organizational skills, prepare pleadings, including motions, petitions, affidavits, inventories, financial information statements, final decrees and all closing documents, temporary restraining orders, notices of hearings, discovery requests and responses, objections and requests, proposed property divisions and all other documents as necessary to file with the Court, experience with e-filing documents and requirements for all courts and maintaining attorney's calendar and trial deadlines.
2. Checking and responding to service email. Prepare all files for hearings, trials, mediation, exhibits, exhibit and trial binders.
3. Attend, when necessary, Court hearings and trials.
4. Maintain daily correspondence, faxes, emails, billing for all time expended for each and every client.
5. Preparing the client for hearing, mediation, and depositions.
6. Positive attitude in office with staff and attorney.

### **Skills and Programs:**

WordPerfect, Prodoc, Westlaw Form Builder, Dropbox, Microsoft Office including Word and Excel.

Please email resumes to [linda@brumanlaw.com](mailto:linda@brumanlaw.com).

Crystal Cornett, Legal Recruiter

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