

## Labor & Employment Paralegal Job Description

### OVERVIEW

- Spring, Texas, Law Firm
- In-Office Daily first 120 days.
- 3+ years' L&E experience
- Paralegal certificate preferred
- Experience with:
  - EEOC
  - TWC
  - Discovery
  - Document management
  - E-filing
  - CM/ECF filing
  - Westlaw/Lexis
  - Texas and Federal Rules of Civil Procedure
  - Document drafting

### BENEFITS SUMMARY:

- Competitive salary (\$60-65K)
- Paid health insurance (includes vision and dental)
- PTO (15 days/year)
- Discretionary annual bonus
- Paid holidays
- Paid professional memberships/licenses
- Vanguard SEP IRA with 3% employer match
- New client origination bonus – 5% of fees collected from new clients originated by employee for 2 years
- Performance bonus – 10% of fees collected from billed hours exceeding 1,200/year

Crystal Cornett, Legal Recruiter  
[ccornett@nnlegalsearch.com](mailto:ccornett@nnlegalsearch.com)