

JOB CODE: 201

PARALEGAL

JOB OBJECTIVE:

Assist attorneys and practice group in various types of legal matters and provide assistance in preparing legal documents; research and compile data; prepare drafts of contracts; maintain responsibility for files, calendars and meetings, etc; service clients as required by attorneys.

ESSENTIAL FUNCTIONS

(Specific responsibilities vary by Practice Group):

1. Review various claims and prepare draft pleadings or responses for review by the attorney.
2. Gather, organize, summarize and index documents from various sources.
3. Draft correspondence, discovery requests and responses, settlement agreements, motions, promissory notes, subpoenas and other related documents.
4. Prepare and maintain trial notebooks and documents to be used at hearings and trials.
5. Conduct legal research, utilizing internet sources, Lexis-Nexis, Westlaw, etc..
6. Formation of corporations, minute book maintenance, assistance with and drafts of offering memoranda, merger & acquisition documents, etc., and due diligence for such transactions.
7. Attendance at and participation in any of the following (depending on practice group designation): executions of wills, real estate closings, merger and/or acquisition closings, depositions, court or administrative hearings, trials, meetings with clients; and preparation of corresponding documentation.

(This is not an exhaustive list of the responsibilities associated with individual practice groups. The interview process will expand upon the particular functions necessary and skills required for a particular position.)

SKILLS REQUIRED:

1. Ability to efficiently gather, maintain and organize information and voluminous documentation to assess claims and initiate responses by the firm.
2. Organizational skills to work independently and meet deadlines in an atmosphere of frequent interruptions.
3. Organizational skills to maintain daily accounting of time records and input timesheets into the system directly.
4. Communication skills to interact with all levels of internal staff, attorneys and management and external clients of the firm.
5. Analytical and critical thinking skills sufficient to make decisions regarding daily work.
6. Time management skills to handle multiple tasks efficiently and accurately.

MINIMUM EDUCATION:

High School Diploma; Paralegal certification and/or Bachelors Degree preferred.

MINIMUM EXPERIENCE REQUIRED/ADDITIONAL EDUCATION:

3 to 5+ years experience in related area.

The above job description is meant to describe the general nature and level of work being performed. This is not an exhaustive list of all responsibilities, duties and skills required for the position. Firm management reserves the right to amend and change responsibilities to meet business and organizational needs.