

PARALEGAL – LITIGATION PRACTICE GROUP

Job Title: Paralegal
Reports To: Director of Administration, with dotted line to assigned Attorneys
FLSA Status: Non-exempt
Full/Part Time: Full Time

SUMMARY: Lloyd, Gosselink, Rochelle & Townsend, P.C. is searching for an experienced, certified paralegal to assist our Firm's Litigation Practice Group. This position will perform substantive legal work such as researching law, investigating facts, and preparing documents to assist attorneys in delivering legal services. Ideal candidate will have superior researching and writing skills with a litigation-focused background

JOB RESPONSIBILITIES

- Assist with the preparation and filing of pleadings and briefs, including proofreading, editing, fact-checking, and adherence to citation guidelines
- Perform research in both internal and external databases and summarize findings to assist attorneys in answering legal questions
- Draft applications, responses to requests for information, extension requests, etc.
- Monitor state and federal regulations impacting clients
- Ensure documents and emails are properly saved in Firm's Document Management System and/or paper files
- Calculate and calendar deadlines and ensure attorney and practice group calendars are accurate
- Constantly communicate with clients, consultants and attorneys on client matters
- Draft and update attorney presentations

JOB REQUIREMENTS

- Associate of Arts or equivalent college experience
- Excellent writing skills, organizational skills, and attention to detail
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive client and personnel information
- Ability to work and communicate with all levels of internal and external clients
- Proficient in the Microsoft Office suite, particularly Word and Outlook

PREFERRED QUALIFICATIONS

- Minimum of 1-3 years in a law firm environment
- Bachelor's Degree
- Experience working with or for various state administrative agencies
- Certificate from accredited Paralegal Studies program and/or Masters in Legal Studies

This is an in-person/ on-site position and all employees must be fully vaccinated.