

## PARALEGAL

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

**SUMMARY:** Performs substantive legal work such as researching law, investigating facts and preparing documents to assist attorneys in delivering legal services.

### 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
- Communicate with clients, consultants and attorneys on client matters
- Draft and update attorney presentations
- E-File and E-serve case documents

### JOB REQUIREMENTS

- Certificate from accredited Paralegal Studies program and/or Masters in Legal Studies
- Associate of Arts or equivalent college experience
- Excellent writing skills
- 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
- A self-starter with the ability to work independently and in a team and to manage completing priorities effectively
- Excellent time management and problem-solving skills

### PREFERRED QUALIFICATIONS

- Minimum of 3-5 years in a law firm environment
- Bachelor's Degree
- Experience working with or for various state administrative agencies