
Job description - Paralegal

Summary: Lloyd Gosselink Rochelle & Townsend, an established downtown Austin law firm, seeks a highly motivated experienced Paralegal. This position performs substantive legal research, analyzes case law and statutes, investigates facts and prepares documents to assist attorneys in delivering exceptional legal services. The individual in this role must have solid paralegal and technology experience, strong verbal and written communication skills, excellent time management skills—able to efficiently prioritize and complete tasks in a fast-paced environment. The ideal candidate will have exceptional attention to detail, team orientation, and at least 3 - 5 years of paralegal law firm experience.

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 affecting client interests
- 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

What you bring:

- Solid experience with e-discovery software such as (Logikcull, Everlaw, Relativity, Disco, CasePoint)
- Advanced writing skills
- Advanced knowledge of Microsoft Office/O365 (Word, Outlook, Excel and PowerPoint)
- Associate of Arts or equivalent college experience
- Certificate from an accredited paralegal studies program and/or Master of Legal Studies
- Experience with electronic document management systems (e.g., NetDocs, iManage, FileTrail, SharePoint, Salesforce)
- Experience with online legal research tools (Westlaw, Lexis, PACER)

NOTE:

- This is an in-person/ on-site position.
- Remote work is available one day each week after initial onboarding.
- Pre-employment assessment(s) to evaluate skill levels and competencies required for the position may be given.

Benefits:

- 401(k) matching
- Health Insurance
- Dental insurance
- Vision insurance
- Health Savings Account
- Flexible spending account
- Free parking
- Life insurance
- Paid time off & Paid sick days
- Parental leave
- Professional development assistance
- Pet Insurance
- Retirement plan
- Employee assistance program

Schedule:

- 8-hour shift
- Monday – Friday

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