

PARALEGAL JOB DESCRIPTION

(revised 04/2024)

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 DUTIES AND RESPONSIBILITIES

- Assist with the preparation and filing of pleadings and briefs, including proofreading, editing, fact-checking, and adherence to citation guidelines
- Perform research and analyze statutes, regulations, legal articles, judicial decisions, and other legal sources; 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 to 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
- Time and billing
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive client and personnel information
- Perform other special projects and duties, as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal language and principles, research methods, court pleadings and processes, recordkeeping systems, and other related matters
- Advanced communication and interpersonal skills
- Advanced writing skills
- Strong attention to detail
- Strong time management skills with a proven ability to meet deadlines
- Ability to use standard office equipment such as computer, desk scanners, copiers, and scan faxes
- Ability to anticipate work needs and follow through with minimal direction; takes initiative
- Ability to quickly learn and integrate new technical skills and knowledge; seek out avenues to enhance technical skills
- Ability to prioritize, organize workflow, and use time efficiently
- Ability to perform at high levels in a fast-paced, ever-changing work environment and to pivot quickly, responding with flexibility to changing priorities and work demands
- Ability to act with discretion, tact, and professionalism in all situations

- Strong customer service orientation; proven ability to work and communicate with all levels of internal and external clients
- Ability to sit for prolonged periods at a desk/workstation
- Ability to execute tasks and make decisions with limited information

EDUCATION AND EXPERIENCE

- Minimum of 3-5 years in a similar role, preferably in a law firm, professional services or financial environment
- Associate of Arts or equivalent college experience; Bachelor's Degree preferred
- Certificate from an accredited paralegal studies program and/or Masters in Legal Studies
- Westlaw or LexisNexis experience
- Proficient in the Microsoft Office suite, particularly Word and Outlook
- Experience working with or for various state administrative agencies