



## **Paralegal**

**Location:** Old Milton Parkway, Alpharetta GA 30005

**Hours:** Full Time Position

**Reports To:** Director of Operations

### **Required Qualifications:**

High School Diploma

6+ years' experience in family law

Strong written and oral communication

Experience with Odyssey and Peachcourt e-filing

Experience drafting pleadings

### **Preferred Qualifications:**

Bachelor's Degree and/or Paralegal Certificate

Experience with practice management software such as Clio or Action Step

Experience with ShareFile, Sharepoint, Dropbox

Familiar with local courts in Cherokee, Cobb, Forsyth, Fulton, and Gwinnett.

### **Job Description:**

As a paralegal, his/her job is to work with clients and attorneys on preparing court documents, discovery, research, and court preparation. The paralegal is the main point of contact for clients and one of their primary responsibilities is to keep every client regularly informed about the status of their case, answer client questions, and facilitate communication between the attorney and client when needed. The paralegal must be hard working and excel at working directly with clients. Specifically, the paralegal is responsible for the following items.

- Work with attorneys on family law court documents, discovery, and research
- Main point of contact with clients
- Prepare and draft legal divorce documents on behalf of clients
- Family law litigation trial preparation
- Mediation preparation
- Perform administrative functions related to paralegal duties
- Maintain client files
- Draft correspondence
- E-Filing and in person filing
- Ensures all deadlines are met for client cases and holds the attorney accountable to internal deadlines set for completed documents by assisting in drafting and such.
- Understands workflows and task processes and properly implements them.
- Minimum yearly billable requirement of 1140 hours