



Paralegal

Location: Old Milton Parkway, Alpharetta GA 30005

Hours: 8am-5pm M-F (full time position)

Required Qualifications:

- 1 - 5 yrs experience as a family law paralegal
- Familiarity with various family law legal documents and pleadings
- Strong experience with litigation cases
- Strong analytical and problem-solving skills
- Ability to build rapport with clients and work within a team
- Excellent written and verbal communication skills
- Experience with Word, Excel, Adobe Acrobat, Powerpoint, Outlook
- Experience with drafting various family law legal documents
- Familiarity with variety of family law case types
- Excellent organization skills
- Ability to multi-task and adapt quickly to changing environments and situations

Preferred Skills:

- Previous experience as a family law paralegal in the state of Georgia
- Paralegal Certificate
- Experience using client management software programs such as Clio, Amicus, Practice Panther, or Actionstep
- Experience with various file sharing services including Dropbox and Google drive
- Experience with Georgia e-filing systems and protocols
- Familiar with local courts in Cherokee, Cobb, Forsyth, Fulton, Gwinnett, DeKalb
- Ability to adapt quickly to changing technologies

Responsibilities:

- a. Work with attorneys on family law court documents, discovery, and research
- b. Main point of contact with clients – email, phone calls, gathering information, getting documents completed by clients, referring clients to Concierge Divorce Advocate when necessary, providing monthly updates in addition to any additional contact, etc.
- c. Fully manage flow of client cases from start to finish
- d. Prepare and draft legal documents on behalf of clients
- e. Family law litigation trial preparation
- f. Mediation preparation
- g. Perform administrative functions related to paralegal duties
- h. Maintain client files and ensure client files are always current
- i. Draft correspondence
- j. E-File and in person filing as needed
- k. Facilitate communications with parties outside the firm, including opposing counsels, opposing parties, and courts
- l. Ensure all deadlines are met for client cases and hold the attorney accountable to internal deadlines set for completed documents
- m. Review all incoming and outgoing mail and faxes and ensures that all communications are properly uploaded to each client's file in a timely manner
- n. Document attorney/client communications in client file when attorney records conversations
- o. Document any and all expenses in client accounts such as filing fees, travel, etc.