

Type of Law – Family Law

General Purpose

Assist and provide a range of legal support to our Family Law Attorneys

Main Job Tasks and Responsibilities

- perform legal and factual research
- interface with clients
- manage attorney’s calendar
- manage cases to ensure compliance with deadlines and requirements
- perform records research
- identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material
- organize and analyze information
- cross-check and validate information
- prepare written reports
- draft legal documents including briefs, pleadings, appeals, agreements, contracts and legal memoranda
- help prepare legal arguments, applications, declarations and motions
- prepare correspondence
- check and edit legal forms and documents for accuracy
- build and maintain databases and files
- organize and track case files
- review and monitor new and updated laws and regulations
- coordinate law office activities such as subpoena delivery
- help with trial preparation including witness lists, exhibits and trial binders

Education and Experience

- BA, AA or certificate program in paralegal/legal studies required
- Relevant computer knowledge and experience – Microsoft Office required
- Minimum 1-3 Years of Family Law Experience preferred
- Paralegal Certification preferred
- Experience with PC Law software preferred
- Bilingual – Spanish speaking preferred

Key Competencies

- strong attention to detail and accuracy
- planning and organizing
- teamwork
- research skills
- analytical skills
- critical thinking skills
- information monitoring
- strong communication skills
- stress tolerance
- confidentiality