

## SEEKING PARALEGAL

Interested candidates should be dynamic, motivated, self-starting individuals that desire to be part of a growing, small boutique law firm that offers a high level of service to individuals, families, and businesses in a wide variety of practice areas.

Qualified candidates will possess the following skills:

- Well-developed capacity to analyze, evaluate, and interpret information objectively and systematically to form reasoned judgements
- Advanced investigative skills
- Resourcefulness and creative problem-solving skills
- Highly organized, great attention to detail, and very efficient
- Ability to handle confidential and sensitive information
- Strong communication skills (speaking, reading, writing, and listening)
- Excellent typing, spelling, proofreading, and grammar skills
- Proficiency in using basic computer software (Word, Excel, Adobe PDF)
- Exceptional time management skills
- Capacity for embracing change and technology
- Ability to take instruction and work independently
- General knowledge of legal case management software and billing practices

Duties include, but are not limited to:

- Supporting attorneys in managing client matters and providing legal services by drafting documents from existing office templates and filing documents with various courts and agencies
- Assisting in the preparation and review of discovery
- Gathering facts and evidence to assist in the development of legal arguments, strategies, and positioning
- Aiding in trial preparation
- Attending meetings, hearings, depositions, and other events as needed
- Helping with general office management and supervision of other staff
- Collaboratively working on office marketing, including, but not limited to the creation of social media content, and designing brand materials
- Assisting in the maintenance of the hard copy and electronic filing systems, and the implementation of the file retention policy
- Performing other duties as assigned

Benefits/Compensation:

- Pay range: \$23 to \$32 an hour (\$47,840 to \$66,560 a year); compensation will be based on level of experience.
- Position: In-office; Part-time or full-time; work from home is not available
- Schedule: Monday – Thursday, 7:30 am – 6:00 pm; flexible scheduling is available with use of Fridays; over-time with pre-approval is available and only on an as-needed basis
- Paid Holidays
- Paid Time Off
- Sick Leave
- Professional development assistance
- Other benefits available and/or negotiable

Minimum of 2 years of paralegal experience working in a litigation-focused law firm. Carrillo Law, LLC is an equal opportunity employer. Interested candidates should send a cover letter with their desired compensation, and resume to [sandra@carrillolawllc.com](mailto:sandra@carrillolawllc.com).