

Job description—Internship or permanent position

Our firm is looking for a paralegal/legal assistant to support primary attorney

Whether you are looking for an internship or a permanent position, please contact us! We are a small dedicated firm emphasizing real estate, estate planning, and probate law. The position may be part time to start, but could grow into a full time opportunity. Interns and graduates are both encouraged to apply.

Responsibilities

- Provide legal and administrative support to lawyer
- Prioritize cases and assist with immediate solutions to new issues.
- Answer calls, schedule appointments, and communicate with clients
- Prepare documents for estate planning, probate, real estate
- Research procedures, statutes and case law.
- File and efile legal documents
- Maintain contact, conflict lists
- Monitor deadlines and calendars

Skills

- Should be familiar with law, legal procedures, and court system
- Assist with day-to-day operations of a law office
- Working knowledge of case management software
- Excellent organizational skills
- Resourceful, ability to get answers to questions that arise
- Able to juggle clients and cases
- Able to follow instructions, attention to detail essential
- Able to work independently

This position requires a variety of skills. In addition to paralegal work, there are administrative duties. Looking for someone who has experience in an office environment and can be flexible and ready to assist.

Please contact Renee Roman directly at renee@marineviewlaw.com to apply or ask questions. Thank you!