



MASTERS LAW GROUP — PLLC —

CIVIL APPEALS

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Masters Law Group, PLLC, a small, prestigious Bainbridge Island law firm specializing in CIVIL APPEALS, is seeking an experienced Appellate Paralegal to join our team. This is a great opportunity to work in a friendly and relaxed environment, with a team whose combined appellate experience exceeds 50 years. Our Appellate Paralegal works closely with our lawyers on all aspects of our appeals, assisting in a range of legal support and administrative tasks. The ideal candidate will be detail-oriented, organized, curious, and will enjoy working as a team.

Job Responsibilities

- Maintain firm calendar and case deadlines
- Order and maintain case files, including electronic files
- Assist in case preparation by summarizing pleadings and transcripts
- Format, proofread, cite-check and file appellate documents, including use of Lexis resources
- Assist in preparation for oral arguments
- Facilitate client communications, as needed
- Conduct some potential new client intake calls / conflict checks
- Additional general office and administrative support, as needed

Job Specifications

- Bachelor's degree, Associate's degree, or Certificate program in Paralegal Studies
- Minimum 1-3 years' experience supporting a litigation practice (preferred)
- Experience with appeals (preferred)
- Working knowledge of Microsoft 365, Microsoft Office (including Word, Excel, OneNote); Adobe Pro; Litera/Best Authority; etc.
- Working knowledge of state and federal court rules, including electronic filing procedures
- Job requires attention to detail, strong organization skills, strong communication skills, and teamwork

Firm Culture

At MLG, we love what we do. Our work is challenging, interesting, and very rewarding. We work as a team supporting each other professionally and personally, in the office and out. This means we collaborate with each other, provide training and mentorship, and communicate openly and respectfully. We learn from our successes and our losses, looking for ways to improve our work and our practice together.

Compensation and Benefits

- Compensation commensurate with education and experience
- Flexible schedule
- Paid time off (sick / personal / vacation)
- Generous paid holidays
- Bonus opportunities
- 401(k), with matching provision
- Health insurance
- Dental insurance
- Vision insurance
- Professional training opportunities