

PARALEGAL INTERNSHIP

Responsibilities

- Provide legal and administrative support to lawyer
- Answer calls, schedule appointments, and communicate with clients
- Prepare documents for estate planning, probate, real estate
- Research procedures, statutes and case law.
- File and e-file legal documents
- Maintain contact, conflict lists
- Monitor deadlines and calendars

Skills You Will Learn

- Learn the law, legal procedures, and court system
- Day-to-day operations of a legal office
- Knowledge of case management software
- Refine organizational skills
- Learn how to get answers to questions that arise
- Learn how to juggle multiple clients and cases
- Learn to follow instructions, attention to detail
- Learn how to work independently