

A small Family Law firm located in San Marino, CA is seeking a Paralegal. This is not an entry level position. Family law experience is required. The ideal candidate will have outstanding writing, organizational, communication and interpersonal skills. The candidate should have a high attention to detail, a strong work ethic, an excellent phone demeanor, and the ability to prioritize multiple tasks. The candidate will have experience (more than basic familiarity) with Windows, Outlook, Word, and Excel. Responsibilities are diverse and will include: answering phones and client management; working with attorneys in drafting and finalizing correspondence, pleadings, discovery, and other legal writing; and, maintaining office calendar and coordinating meetings and conferences.

Job Requirements:

- Must be proficient in Microsoft Office (outlook, word and excel)
- Ability to draft and respond to discovery
- Ability to prepare financial disclosures
- Ability to draft motions, including discovery motions
- Ability to draft meet and confer correspondence

Responsibilities and Duties

- Job responsibilities/duties include but are not limited to, opening files, preparing and propounding discovery, preparing Request for Orders, client declarations, judgments, defaults, paternity, wage assignments, joinders and motions.

Qualifications and Skills

- Minimum of 5 years current family law experience
- Must be detail oriented
- Excellent written and verbal communication skills
- Ability to work independently
- Team player
- Customer Service
- Critical thinking skills
- Excellent interpersonal communications skills