

Litigation Paralegal

Overview

We are quickly growing progressive law firm seeking team members to help fulfill our vision. We are the preeminent Business & Estate Planning Law firm in Texas. We believe in loyalty, family, and perseverance. We protect and preserve our clients' legacies. We provide our clients with the highest level of customer service and pride ourselves on customer satisfaction. All our team members are "A Players" and high achievers with incredible work ethics, a sense of community, responsibility, and personal accountability.

We are currently searching for a paralegal to join our Litigation team. Responsibilities include, but are not limited to: Working in coordination with attorneys in all litigation matters. Managing cases, by handling logistics, docket control orders, deadlines and communications between the parties and the Courts. Drafting Motions, Correspondence, Discovery, and any other necessary documents.

Required Attributes:

- All candidates must have the following attributes:
- Positive Mindset
- Analytical
- Problem Solving
- Self-Motivated
- Goal Oriented
- Consistent
- Highly Organized,
- Professional,
- Excellent Communication
- Service Oriented
- Receptive to Criticism
- Strong Attention to Detail

Requirements

- Paralegal Associates Degree
- Paralegal Certificate

- Minimum 5 Years Experience as a Paralegal in a Boutique of Large Law Firm Setting.

Job Type: Full-time

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