

Senior Paralegal

If you're looking for an environment that promotes personal and professional growth, where your years of paralegal experience will allow you to shine while working in collaboration with other highly motivated professionals, then the Law Office of Karen J. Sloat, one of Riverside County's finest employment law firms, could be the perfect fit for you!

We value our staff and offer the following*:

- Competitive compensation
- Group health, dental and vision insurance coverage
- 401K Plan (after 1 year of service with employer matching)
- Vacation and holiday pay
- Collegial environment with a focus on mentoring
- Weekly team meetings
- Quarterly celebration of WINS

*Waiting period may apply. Subject to change without notice.

Requirements:

- 2+ years of civil litigation or labor law experience;
- Associate's or Bachelor's degree in paralegal studies, paralegal certificate, or other comparable experience in a law office;
 - Ability to multitask using analytical and problem-solving skills in a fast-paced environment with competing demands;
 - Exceptional verbal and written communication skills;
 - Positive attitude;
 - Strong team player;
 - Ability to achieve a consistent high level of productivity;
 - Great customer service and interpersonal skills;
 - Excellent computer skills in Microsoft Office;
 - Experience with case management software; and
 - Bilingual (English/Spanish, preferred).

Please submit a resume to brittany@karensloatlaw.com.