
Job description

Our office is looking for a paralegal/legal assistant to perform a wide variety of complex administrative duties and provide legal support to our attorneys in the family law practice area. We are looking to fill a full-time position. 8 a.m. to 5:00 p.m. Salary is commensurate with experience.

Responsibilities

- Monitor and meet deadlines
- Manage hearings and office calendar
- Open and close files
- Preparation of legal forms, pleadings, and declarations
- Work directly with multiple attorneys and paralegals in our office
- Handle daily emails and phone calls with attorneys, clients and court staff

Minimum Qualifications

- Minimum 2 years' experience as a legal assistant/paralegal in a legal environment
- Excellent written and verbal communication skills
- Experience with E-Filing procedures, Microsoft Word, Excel, Outlook and WordPerfect
- Experience in family law, possession of a paralegal certificate and notary is a plus
- Experience with LawYaw and Interbill is a plus
- Ability to multi-task with frequent interruptions
- Successful candidate will have comprehensive knowledge of legal documents, knowledge bay area counties filing procedures, be highly organized and detail oriented.
- Our office is very busy and fast-paced. The position requires an individual that has desire to learn, can be resourceful and can work autonomously, proactively and demonstrate excellent follow-through for various tasks.

TO APPLY: Please submit your resume and cover letter with 3 professional references to receptionist@mrdivorce.com