



Paralegal Job Description

Law firm practicing probate, elder law, and estate planning and administration seeks full-time paralegal.

Title: Paralegal

Position: Permanent, full-time, approximately 40 hours per week

Location: Dyer, Indiana or Niles, Illinois office

Job Responsibilities: Client case management, drafting legal documents for attorney's review and approval, legal research, case file maintenance, filing and docketing, client or third-party contact, time tracking, preparation of expense and travel reports as needed.

Job Description:

The primary job responsibility is to assist the attorney with client and case management and perform tasks necessary to case administration. The following list represents common tasks but is not exhaustive:

- Case File and Client Portal Management
 - Create hard drive file trees for clients and cases
 - Add new contacts and matters to case management database
 - Identify contact roles and label accordingly
 - Update contact information and case status as necessary
 - Enter data for new case developments and track case stages
 - Maintain attorney court calendar
- Case Administration – Perform tasks in all aspects of administration and litigation support. Examples include:
 - Receive, sort, save, and share voluminous case related documentation
 - Draft professional correspondence and prepare forms under attorney supervision
 - Prepare case asset lists, inventories, and accountings
 - Draft court documents such as appearances, pleadings, petitions, motions, notices, citations, receipts, reports, subpoenas, and court orders for attorney review
 - Prepare exhibits
 - Discovery management
 - Review documents for proper format, typographical errors, and inclusion of necessary enclosures or exhibits
 - Record, file, and retrieve documents from various agencies
 - Assemble materials for meetings and court hearings
 - Meet with clients as necessary to accomplish tasks
 - Estate plan document preparation
 - Serve as a witness, and/or notary if applicable
 - Final estate plan package preparation
 - Travel offsite for case administration tasks, such as post office, courthouse, city hall, recorder's office
 - Unclaimed property claim tracking and filing
 - Bond invoice tracking and management
- Manage Communications
 - Respond to client inquiries regarding their case

- Contact and correspondence with third parties as necessary for case administration
- Time-Tracking and Billing
 - Responsible for self-time tracking
 - Proof-reading time entries
 - Basic understanding of billing practices, creating invoices, payment processing

Performance Expectations:

You will be expected to possess the following knowledge and abilities to meet the criteria for this position:

- High standard of organization and ability to understand workflow and office procedures.
- Usage of correct English grammar, spelling, and punctuation.
- Adherence to strict confidentiality of client and office matters.
- Ability to strategize objectively based on data.
- Tactful communication techniques for receiving callers, making appointments, giving information, and explaining instructions and guidelines.
- Understanding legal terminology and syntax.
- Ability to maintain composure during stressful situations such as workload or deadlines.
- Ability to use diplomacy and discretion in disclosing information.
- Ability to communicate effectively.
- Effectively operates standard office, computer, scanner, printer and related tech equipment in furtherance of tasks, e.g. word processing, scanning, emailing, internet usage, document upload and download.
- Exercises judgment and makes recommendations for improving office efficiency and economy to improve existing operations.

Qualifications, in order of priority:

1. Probate paralegal experience
2. Highly detail-oriented and strong organizational skills are critical
3. Associate degree or equivalent
4. Very good English composition skills
5. Independently solves problems and can work under pressure
6. Proficiency with PC computers and technology
7. Familiarity with Microsoft Office Suite

Preferences:

1. Serbian/Bosnian or Polish or Spanish language intermediate (conversational) fluency
2. Paralegal Certificate
3. Knowledge of Mycase and Google Workspace platform

Working Hours: 9:00 am - 5:00 pm 4 days a week – 3:00 pm Fridays

Compensation: Wages commensurate with experience

Summary of Benefits Offered: 10 days unpaid Personal Time Off (PTO) during first year of employment plus 4 paid holidays. For full-time employees, paid Personal Time Off (PPTO) accrues during first year of full-time employment and is eligible for use after first year. 401(k) available after 1 year, matching after 3 years. Medical/Dental/Vision plans are available subject to conditions of employment of eligibility for enrollment. Complete explanation of benefits is governed by policy provisions.

Send your resume and cover letter to dzjlaw@gmail.com. Samples of prior work is appreciated.