

Job description

All applicants must apply through email at humanresources@sullivan-law.com to be considered for the position.

Sullivan Law & Associates has an immediate opening for a Paralegal. Under attorney supervision, the paralegal should have the ability to perform a wide variety of litigation tasks in the area of family law.

The paralegal will assist attorneys in all phases of case development and related proceedings, including record review and preparation, document organization, legal research, discovery, trial preparation and case management.

The successful candidate will be highly motivated, organized, detail-oriented, collaborative, committed to delivering high-quality work, have excellent written and oral communication skills and thrive in a fast-paced environment.

Job Duties:

- Proactively manage a family law case from beginning to end.
- Communicate and work effectively with attorneys and support staff.
- Establish effective working relationships with clients and keep them informed at all times of case status.
- Draft family law forms, propound, respond and organize discovery and correspondence.
- Prepare for trials, MSC's and hearings, including preparation of trial notebooks, exhibit binders and required pleadings.
- Must have family law experience with knowledge of statutory and local court rules.
- Excellent writing skills.
- Other duties as assigned

Preferred Qualifications:

Education: Bachelor's degree

Experience: 5+ years

Field of Experience:

Certification from accredited paralegal training program. At least five years of experience in a family law setting. High degree of accuracy and attention to detail. Ability to multi-task and prioritize assignments while delivering consistent, quality work-product. Ability to work independently and as part of a team. Experience with Microsoft Word, Excel, Outlook, Adobe Acrobat and cloud-based collaboration software. Ability to work in a fast-paced, deadline-driven environment. Demonstrated ability to establish constructive working relationships with members of departmental staff by performing duties in a cooperative and helpful manner. Strict adherence to confidentiality is required.

Minimum Qualifications:

Education: AA degree

Experience: 2 years

Field of Experience:

At least two years of experience in a family setting. High degree of accuracy and attention to detail. Ability to multi-task and prioritize assignments while delivering consistent, quality work-product. Ability to work independently and as part of a team. Experience with Microsoft Word, Excel, Outlook, and Adobe Acrobat. Ability to work in a fast-paced, deadline-driven environment. Demonstrated ability to establish constructive working relationships with members of departmental staff by performing duties in a cooperative and helpful manner. Strict adherence to confidentiality is required.

Salary is competitive and commensurate with experience. Some benefits offered to employees include monthly contribution to medical premiums and other retirement savings benefits offered to eligible employees.