

PARALEGAL POSITION AVAILABLE

New Beginnings Family Law, P.C., located in Huntsville, Alabama, is an innovative, fast-paced boutique family law and estate planning practice. We are looking for a paralegal to potentially join our team who is interested in all areas of family law. If you do not have a heart for helping hurting people, a mission to protect the rights of parents and children, and the work ethic necessary to work hard and get the job done right, please do not apply. We are not looking for someone interested in just getting a job and willing to take whatever comes first. This position is anticipated to have a start date of August 1, 2021. Our interview process requires multiple steps including a written application, multiple telephone, zoom, and in person interviews. All interested applicants should submit a cover letter explaining why you want to work with the team at New Beginnings Family Law, P.C., your resume, and at least two letters of recommendation. Once we receive these items and have had a chance to review them, we will forward instructions for the next phase of the application process to all applicants who have passed the first round by July 5, 2020.

Applicants should possess the following:

- Strong prior academic performance (3.0 GPA or higher)
- A certificate or degree in paralegal studies or at least 5 years of experience as a litigation paralegal in a law firm
- Excellent writing skills
- Excellent communication skills
- Strong attention to detail
- Demonstrated interest in Family Law
- Must be dedicated to the core values and mission of New Beginnings Family Law, PC
- Must not have any derogatory or inappropriate internet and/or social media presence
- Must be a good cultural fit for our firm
- Willing to accept constructive coaching, mentoring and correction
- Willing to take personal responsibility, and be held accountable to the firm's standards and the Rules of Professional Conduct (we don't play the blame game around here)
- Must have an "all hands on deck" and "no job is beneath you" attitude

DUTIES WILL INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING

- Act as primary point of contact for clients throughout their cases

- Drafting legal documents (ie, simple contracts, retainer agreements, uncontested divorces, wills, living will, advance directives for healthcare, powers of , complaints, answers, counterclaims, discovery requests, etc.)
- First drafts of all DR, JU, CS, and adoption standard form pleadings
- Preparing discovery requests and answers and discovery responses in accordance with direction from s
- Preparing Domestic Relations Financial Statements
- Prepare instructions for client to coordinate client signatures of documents and pleadings
- Notarizing documents for clients
- Assist rainmaker with marketing events and speaking engagements
- Basic legal research
- Maintaining and organizing the firm forms directory
- Assist with creating legal work product as directed by the attorney
- Primary client point of contact for status update/simple questions regarding DR, JU, CS, and adoptions cases
- Meeting with client to go over discovery responses
- Prepare Trial Notebooks
- Prepare Witness and Exhibit Lists upon being provided instruction from associate
- Drafting and filing of subpoenas, arranging for process servers to serve documents, or prepare certified mail cards for those to be sent by certified mail
- Prepare check requests
- Update clients with trial dates, deposition dates, etc. via email marketing and Clio
- Prescreen clients
- Other duties as assigned by the Owner, COO, office supervisor, or attorney