

## **JOB DESCRIPTION**

We are seeking a full time Paralegal - Litigation for our busy law firm. The ideal candidate will have strong experience assisting attorneys in preparation for depositions, trial, and settlement negotiations. The candidate must be able to handle a case from inception through appeal and must be someone who is proactive in their work approach. We are looking for someone who can manage deadlines and that can be sure that their team of attorneys are always prepared for upcoming steps in the litigation process. Qualified candidates must have strong technical, organizational and communication skills and be able to work in a fast-paced, professional environment. Mitchell Williams offers an excellent benefits package including health, dental, vision, life, disability and supplemental insurance options and 401(k).

### **Qualifications:**

- Equivalent of high school education -3+ year of relevant, on-the-job experience or four-year college degree, or successful completion of the Certified Legal Assistant examination and or Paralegal Certification.
- PROFESSIONALISM - adherence to policies such as confidentiality, ability to be on time, impeccable attendance -Stable employment background -Strong computer skills and ability to learn and effectively use computer software including legal office software; excellent typing and proofreading skills.
- Must possess a high level of professionalism and interpersonal skills.
- Must possess attention to detail, ability to balance multiple projects, and strong time management skills.
- Must have ability to reason and apply common-sense understanding to situations encountered.
- Ability to process routine daily functions while being able to resolve sensitive issues and complex assignments utilizing above average critical thinking skills.
- Ability to work overtime as needed.
- Ability to travel as required.
- GREAT attitude!

Qualified interested parties may apply and upload their resumes on our website at:

<https://www.mitchellwilliamsllaw.com/Upload-Resume>

**Mitchell Williams is an Equal Opportunity Employer**