

# PARALEGAL JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** Law Offices of Myers & Lane

**Address:** 5432 Jeremiah St., Lawrenceville, Wisconsin 34567

**Phone:** 555-693-0956

**E-Mail:** jobs@myersandlane.com

## EMPLOYMENT ELIGIBILITY

**Job Title:** Paralegal

**Reports to:** Office Manager

**Job Location:** 5432 Jeremiah St., Lawrenceville, Wisconsin 34567

**Start Date:** September 1, 2021

**Job Type:**  Full-time  Part-time  Independent Contractor  Intern

**# of Hours:** 40+ Hours per week

## JOB DESCRIPTION

The Paralegal will

## RESPONSIBILITIES AND DUTIES

- Analyze files and records;
- Draft legal documents;
- Legal research;
- Scheduling duties;
- Case planning and trial prep;
- Communicate with witnesses;
- Coordinate subpoenas;
- File and library management.

## QUALIFICATIONS / REQUIREMENTS

- Composure under pressure;
- Hyper-organized;
- Legal writing skills;
- Refined communication skills;
- Multi-tasker;
- Fundamentals of business math;
- Knowledge of State Bar law;
- AA or paralegal certification.

