

Job Description – Paralegal

Summary of Responsibilities

Performs a variety of duties to assist attorneys to whom assigned according to established policies and procedures. Maintains positive and timely contact with clients and observes confidentiality of client matters. Organizes and maintains case files, pleadings and other documents and attorney trial notebooks. Monitors court dockets on current cases. May be required to summarize articles, reports, and client communications. Keeps accurate time records.

Under the direct supervision of the Firm's attorneys, a Paralegal performs substantive legal work and status updates that requires basic knowledge of the law and legal concepts. The Paralegal is required to recognize, evaluate, organize, analyze, and communicate relevant facts and legal concepts. This Paralegal's duties will involve specializing in domestic relations.

This position reports to the Director of Firm Operations.

Key Responsibilities

- Follows the ethical requirements as set forth by the **Rules of Professional Conduct** of the state.
- Manages the timely progression of client matters and provides monthly updates as to status.
- Communicates directly with clients, but does not provide legal advice.
- Maintains communication and rapport with clerks and bailiffs of applicable State, Federal, and Appellate courts.
- Assists the attorney in client interviews and investigation.
- Drafts client correspondence.
- Reviews and analyzes matters to prepare matter evaluations and status reports to clients.
- Drafts and files (as applicable) legal documents for attorney review, including, as applicable, but not limited to, complaints, praecipes (or requests for summons), motions, discovery requests, answers, and responses, certificates of service, affidavits, demands, mediation statements, settlement proposals, historical backgrounds, pretrial statements, deposition summaries, exhibit and witness lists, trial notebooks, identifying and coordinating exhibits, drafting jury instructions and *voir dire* questions, property settlement and custody agreements, parenting plans, decrees, quitclaim deeds and real estate transfer statements, qualified domestic relation orders, etc.
- Attends, as applicable, client meetings and trials.
- May be required to utilize computerized filing techniques and litigation software when applicable.
- Other duties as assigned.

Required Knowledge, Abilities and Skills

Paralegal degree or commensurate on the job experience to gain expertise needed to do substantive legal support work.

- Experience in a law firm specializing in domestic relations. Five plus years preferred.

- Knowledge of legal principles and practices at a level normally acquired through formal paralegal training or its equivalent.
- Ability to organize and maintain electronically stored information and other litigation documents to provide support to the litigation practice groups for E-Discovery projects.
- Understanding of law firm client billing practices and procedures and ability to follow the same.
- Ability to organize and prioritize numerous tasks and complete them under time constraints.
- Articulates understanding of logging appropriate billable hours. Ability to accurately capture billable hours and enter into computerized time-keeper system at the end of each working day.
- Ability to concentrate and pay very close attention to detail.
- Interpersonal skills necessary to communicate in person, by e-mail and telephone and follow the instruction effectively from a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact.
- Work occasionally requires more than 40 hours per week to perform the essential duties of the position; may require irregular hours.
- Ability to operate standard office equipment and software.
- Ability to travel to private and public buildings, locally and statewide, via private or public conveyance to assist attorney in attending to client needs on legal matters.
- Proficient in Microsoft programs, such as Outlook, Word, Excel, PowerPoint, etc.

Physical Work Conditions and Demands

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to see, talk and hear.
- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Completion of Work

- The expectation of this position is that individuals accurately capture billable hours and record them accordingly, in accordance with the Firm's policy on billing.

Professional Certifications and Credentials

- Required to be a Notary Public through the State of Nebraska.
- Paralegal Associates Degree or commensurate on the job experience required.
- Bachelor's Degree in paralegal studies or related field strongly preferred.