

Great Paralegal Sought: Lyons Gaddis is seeking a full-time **Paralegal** for its Litigation group. Work on a variety of exciting cases and projects in a collaborative team-based work environment with professional and congenial colleagues. A great benefits package with a generous 401(k) match. The ideal candidate will have a strong interest in the legal profession, exceptional attention to detail, an outstanding work ethic, and a unremitting desire to learn new things every day.

The candidate must possess **excellent skills** in each of the following:

- Attention to detail on documents, emails, court filings, calendaring deadlines, proofreading, etc.
- Knowledge of MS Office (especially MS Word and Excel) and Adobe in a Windows environment
- Verbal and written communications
- Organizing and prioritizing time and tasks
- Completing assignments independently with minimal oversight
- Fast, accurate keyboarding skills
- Good people skills

Other expectations:

- Minimum 3 years of Paralegal experience or equivalent
- Reliable and always shows up
- Regular work hours
- Experience with law Tabs/Practice Master software a plus

Support duties include:

- Typing, proofreading, and revising pleadings and other documents
- CCES and PACER filing
- Calendaring
- Client contact, on the telephone and in person
- Filing, organizing, and maintaining client documents and case records
- Other administrative support tasks

Professional references are required after the initial interview. Background check required. Please email your resume, references, and salary requirements to careers@lyonsgaddis.com. The salary range is \$25- \$35 an hour based on experience.

Posted November 29, 2023