

FULL TIME ON-SITE EXPERIENCED PARALEGAL

As a paralegal at The Germany Law Firm, you will contribute to and bring the expertise needed to solve complex legal challenges, serve our clients' legal needs, and provide our clients with support and peace of mind through their major life changes involving estate administration, estate planning, guardianships, conservatorships, trusts, wills, advanced directives, and other probate matters.

What you'll do:

- Collaborate with a dynamic team, including experienced lawyers and well trained staff.
- Practice advanced paralegal skills, seeing a case from inception through conclusion.
- Draft pleadings and documents, e-file pleadings;
- Review, evaluate and organize pleadings and legal documents.
- Handle document management; create and maintain case files; schedule and assist in trial preparation.
- Meet deadlines; monitor on-going case activity and pending deadlines.
- Foster and maintain rapport with clients through consistent communication.
- Conduct legal research.

What you bring to the position:

- A minimum of 4 + years of law firm experience. Litigation or probate background a plus.
- Paralegal certificate or a 4-year college degree.
- Ability to bill 6.5 hours daily.
- Energy, organization, ability to prioritize tasks, attention to details, willing to work hard.
- Work well alone and as part of a team.
- Efficient and attention to accuracy.
- Excellent attitude.
- Ability to work in a bustling office and manage multiple tasks, workflow and tight deadlines.
- Excellent writing skills, Microsoft proficiency, and the ability to communicate professionally.
- Ability to maintain confidentiality;
- Knowledge and commitment to continue learning about our field.

What you need to send us:

- Cover letter;
- Resume;
- Professional references,
- A writing sample, if available; and
- Pay requirements.

Please email the above requested information to: Rachel@coelderlaw.net

Other information you may need to know:

- This is NOT a remote position.
- This law firm is in the Erie, Colorado area.
- A clean background check and a good credit report are required prior to employment since this office serves as a Deputy Public Administrator.
- Proof of COVID vaccination required.
- Pay dependent upon experience.