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Paralegal RSCCCLAX5253

Description

PLEASE SEND RESUME TO george@reliablestaffing.com

Reliable Staffing is seeking for Paralegal
Paralegal Responsibilities:

MUST HAVE PERSONAL INJURY LAW EXPERIENCE 3+ YEARS

- Preparing affidavits, legal correspondence and other documents for attorneys.
 - Organizing and maintaining documents in a paper or electronic filing system.
 - Meeting with clients, attorneys, and other professionals to talk about case details.
 - Filing pleadings with court clerk.
 - Helping prepare for trial by organizing exhibits and assisting with other tasks as needed.
 - Preparing briefs, wills, contracts, real estate closing statements, pleadings, appeals, and other legal documents.
 - Investigating facts and laws of cases and searching public records and other resources to prepare cases and determine causes of action.
 - Directing and coordinating law office activity, including delivery of subpoenas.
 - Gathering and analyzing statutes, decisions, and legal articles, codes, documents and other data.
 - Calling on witnesses to testify at hearings.
 - Keeping law library up-to-date by monitoring legal volumes.
- Paralegal Requirements:
- Certificate of completion from an ABA-approved paralegal certification program of education and training, or an associate degree in paralegal studies.
 - Associate degree.
 - Proficient with Microsoft Office, specifically Outlook, Word, and Excel.
 - Strong oral and written communication skills.
 - Excellent organizational skills.
 - Must be able to effectively multi-task, manage time-sensitive documents and have exceptional organizational skills in a fast-paced environment.
 - Must be able to function effectively in a busy, team-oriented environment.
 - Office administration experience.

Job Location

11111 Santa Monica Blvd. Ste 1700, 90025, Los Angeles, CA, USA

Date posted

November 15, 2024

Valid through

15.11.2029

Base Salary

\$ 75k - \$ 90k

Employment Type

Full-time

Industry

Office

Qualifications

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Hiring organization

Reliable Staffing Corporation

Contacts

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APPLICATION