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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

Valid through
15.11.2029

Base Salary
$ 75k - $ 90k

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Industry
Office

Qualifications
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Contacts
jobplacements@reliablestaffing.com

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