

Paralegal Job Description Template

Our practice is seeking to hire a Paralegal to join our team. You will support the practice by preparing documents like legal documentation, as well as organise and maintain files. You will also be asked to file pleadings with court clerks and help prepare for trials by assisting with tasks as required.

To be successful in this role, you will need to be proficient with Microsoft Office applications such as Word and Excel. You will also need to be able to multitask effectively and essentially thrive in a busy, team-oriented environment.

Key Responsibilities:

- Prepare legal correspondence and other documentation
- Organise and maintain documents in both paper and electronic filing systems
- Meet with clients, attorneys and other professionals to discuss case details
- File pleadings
- Help prepare for trial by assisting with tasks as needed
- Prepare briefs, wills, contracts, pleadings and other legal documents
- Investigate facts and laws of cases and search public records and other resources to prepare for cases
- Direct and coordinate office activity
- Gather and analyse statutes, decisions, and legal articles, documents and other data
- Call on witnesses to testify
- Keep the law library up to date

Personal Specification:

- Certificate of completion from an approved paralegal certification program of education and training or a degree in law is essential
- Working knowledge with Microsoft Office, specifically Outlook, Word, and Excel
- Excellent Verbal and written communication skills
- Excellent organisational skills
- Must be able to effectively multi-task, manage time sensitive documents
- Strong organisational skills
- Office administration experience