

Job Description

Job Summary

Dagger Law is looking for a paralegal/legal assistant to support our growing litigation practice. The successful candidate will have experience with: assisting during all phases of the litigation process including document preparation, document filing and organizing case files; and performing other duties as requested.

Major Duties and Responsibilities

- Utilize software to ensure legal cases are progressing in timely manner
- Conducting pre-litigation investigation, legal research and initial case assessments
- Prepare legal documents and correspondence with a high level of accuracy
- Communicate with courts to obtain information needed
- Prioritize daily responsibilities to ensure deadlines are met
- Performing administrative duties (calendar hearings and deadlines, organize case files, etc.)
- Other administrative support as need

Qualifications

- 3-5 years of proven working experience as a paralegal or legal assistant
- Experience working with Clio practice management software preferred
- Proficient with common computer programs including Microsoft Word, Excel, and Outlook
- Communicates effectively and professionally (both verbal and written) with the ability to draft correspondence on behalf of attorneys with some direction

Benefits

- M-F 8:00am-5pm core work hours, but work environment is flexible and family friendly.
- Salary range is \$20,000+ commensurate with experience and education. Annual bonuses and pay increases are possible based on overall firm performance as well as individual performance.
- Life insurance and long term disability for all employees
- 66% of healthcare premium costs for offered medical plan
- Vision, dental, short term disability, and voluntary life insurance as employee paid supplemental insurance options
- 401k plan, with matching, which employees can participate in once eligibility is met
- PTO based on length of service and weekly schedule.
- Paid holidays and employee appreciation events

Job Type: Part-time

Pay: \$20,000.00 - \$28,000.00 per year

COVID-19 considerations:

Our office is following all state guidelines for safety and our cleaning service has been increased to include sanitation services specifically designed for COVID.