

Paralegal (Ontario)

Employment type: full-time

Our law firm is looking for a Paralegal in Ontario. Our top ranked law firm was founded on the principle of dedication and personalized service to its clients. With over a decade of legal practice in the Inland Empire, Los Angeles, Orange County, as well as Las Vegas, we have made the complex civil litigation an art form of simplicity and victory. We are a firm that has cultivated creative and world-class attorneys, with proven track records. Join a team with purpose!

3+ years Paralegal experience supporting attorneys is preferred. Our Paralegals enhance attorney effectiveness by assisting in taking a case from inception through trial. If you have a real passion for the legal field, this may be the Paralegal role for you.

Knowledge/Skills/Experience:

- High School Diploma or GED required & Paralegal Certificate
- 3+ years Paralegal and/or law firm experience preferred

Basic Responsibilities:

- Provide high-volume legal assistance to attorneys
- Prepare legal correspondence
- Assist in drafting and filing of pleadings, discovery and demand letters
- Prepare trial binders and other trial prep
- Update clients regarding motions and oppositions
- Perform limited legal research
- Additional duties as needed

Qualifications:

- Paralegal certificate
- Trial prep experience
- Excellent writing skills
- Must be a go-getter, reliable and have a strong work ethic
- Highly organized with excellent time management skills
- Ability to work independently and as a team on an assigned caseload.
- Performs tasks with minimal supervision and under critical deadlines
- Prioritizes assigned work, and is a self-starter
- Outstanding interpersonal skills as candidate will have to interact with teammates, clients, opposing counsel, court clerks, and process servers
- Must have a good attitude and a sense of humor
- Bilingual Spanish a plus

Great Hours/Great Location/Positive Work Environment

We are looking for a professional and organized individual who has experience supporting the litigation team within a law firm. Please submit your resumes in PDF format. Thank you.