The Alvarez Law Firm has a job opening for a Paralegal.

Job Description

- Preparing Court Filings
- Ensuring that Calendared Deadlines are completed in a timely manner.
- Overseeing day to day operations of cases nationwide
- Working towards making sure that cases are moving towards trial.
- Interviewing and working with clients to draft Discovery and making sure clients are updated on case status.
- Oversee witness travel and daily trial operations.

Requirements

- Bachelor’s Degree or above, or paralegal certificate
- Proficient in Office (Word, Outlook, Teams, Excel, PowerPoint)
- Good communication skills.
- Need to be able to work autonomously and with minimal supervision.
- Must possess good interpersonal skills.
- Must be able to work in a team environment.

Benefit:

- Healthcare
- Vacation & sick leave
- Participation in 401k
- Salary commensurate with education, training, and experience

Please send all resumes to: xavier@talf.law and andi@talf.law