

SR PARALEGAL

JOB DESCRIPTION

De La Rosa Law, currently has an excellent full-time employment opportunity for a Senior Paralegal available in our Miami office, located in Miami, FL. This is an in-office position intended to assist attorneys with preparation for hearings, trials, and other work.

Duties & Responsibilities:

- Provides assistance to litigation attorneys in all phases of discovery and trial preparation
- Prepares subpoenas and other documents, demand letters, interrogations
- Manages documents and assists attorneys with preparation for depositions, hearings and trials

Skills & Competencies:

- Must possess exceptional technology skills, including Microsoft Office, database and internet research skills, and provide excellent client service
- Must have strong organization, administrative and communication skills
- English is required (both written and verbal); Spanish is a plus.
- Must be a critical thinker, dependable, able to work at a fast pace, and a team player
- Full time position (40 hours per week, 9am - 5pm) with flexibility for overtime required

Qualifications & Prior Experience:

- Bachelor's Degree required
- Law firm and litigation experience (Preferred)
- Proficiency with Microsoft Office Suite (Word and Outlook 2010; Windows 10 preferred) required

TASKS

BEYOND THE COURTROOM

- Prepare affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system.
- Prepare legal documents, including briefs, pleadings, subpoenas, and closing statements.
- Prepare for trial by performing tasks such as organizing exhibits.
- Investigate facts and law of cases and search pertinent sources, such as public records and internet sources, to determine causes of action and to prepare cases.
- Meet with clients and other professionals to discuss details of case.
- File pleadings with court clerk.
- Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents.
- Direct and coordinate law office activity, including delivery of subpoenas.
- Call upon witnesses to testify at hearing.
- Keep and monitor legal volumes to ensure that law library is up-to-date.

SKILLS

- Legal terminology – understanding of pleading language and arguments.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Speaking - Talking to others to convey information effectively.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

KNOWLEDGE

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

