

Paralegal Position Available

Dynamic law firm in Sterling Heights is seeking an energetic, detail oriented, and outgoing individual. Our new team member should share our values of delivering excellent client service, being a person of their word, and being a supportive team member. We are looking for someone who is a team player with a focus on the client experience.



Additionally, our new team member should have a professional image, a warm and welcoming personality, excellent verbal and written communication skills, the ability to prioritize tasks, and who is able to navigate computer applications easily (Outlook, Safari, Word, and Excel including sorting/filters). Experience using legal drafting software is preferred, but not required.

An average day as this essential part of our team includes:

1. Drafting estate planning documents
2. Drafting petitions and supporting correspondence to clients
3. Gathering information for drafting of estate plans, petitions, Medicaid applications, etc.
4. Assisting attorneys with case preparation
5. Frequent communication with clients via phone, email, and regular mail correspondence
6. Strong attention to detail and deadlines
7. Use of legal drafting software
8. Regular and direct communication with the supervising attorney
9. Participation in weekly team meetings and collaborating with team members to enhance the client experience
10. General administrative duties as requested

This is a full-time position (40 hours/week). Hours for the position are 8:30 am to 5:00 pm, Monday through Friday. Compensation is commensurate with skills, education, and experience. Benefits include direct deposit, holiday pay and training opportunities. On-the-job training offers an opportunity for upward mobility and professional development. This is a permanent position and we are looking for the right candidate to grow with our firm.

Tell us about you, and why you'd like to be a part of this growing firm. Minimum qualifications include: a Bachelor's Degree and/or Paralegal Certificate; office environment experience and basic knowledge and use of Microsoft Office products; and a valid driver's license with reliable transportation.

If this sounds like the right opportunity for you, please send your resume, a well-written cover letter, and writing sample to "Hiring Manager" at draftingparalegal@gmail.com We look forward to meeting you!