**Employment Law Paralegal Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for an Employment Law Paralegal who will be responsible for drafting correspondence and communicating with clients, experts, and defense counsel in an effective and courteous manner.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Preparation, maintenance, and upkeep on project trackers, and coordination of internal projects
* Drafting and finalizing status updates for cross-functional partners
* Assessing and implementing workflows to improve team efficiency
* Perform legal and factual research; draft memos regarding the research
* Developing and implementing a process for receiving, analyzing, and responding to subpoenas/requests for employment records
* Preparation and maintenance of files related to agency claims and litigation
* Being the subject matter expert on internal apps and technology, including upgrades and changes that impact the team
* Maintain flexibility and openness to take on additional projects as necessary or assigned

### About you

* At least [insert number of years] years of experience as a paralegal in a corporate or law firm environment
* The ability to work proactively, independently, and reliably under tight timeframes in a fast-paced environment, with an ability to stay calm under pressure
* A high level of organization, detail orientation, and ability to time-manage across multiple deadlines
* Ability to be discreet and maintain confidential information
* Curiosity and the willingness to tackle projects outside their area of expertise
* Strong written and verbal communication skills
* Excellent interpersonal and communication skills
* Demonstrates excellent judgment, strong critical thinking skills, and the desire and willingness to take ownership and control of complex projects

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]