**Family 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 a Family Law Paralegal to provide our clients with the best representation in Family Court.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Drafting documents, such as summons, complaints, answers, motions, Judgments, etc. and legal response briefs
* Engaging in the Discovery process, such as drafting discovery requests and responses, speaking with clients to determine what documents are available, and working with our systems for categorizing and organizing all vital case documents
* Submitting documents to the court (e-file, email, arranging for hand delivery), distributing copies to other parties, and indexing documents in the case file
* Maintaining the attorney(s)’s case files and calendar (calendaring deadlines, court appearances, trials, conferences, depositions, mediations, and reminders)

### About you

* Minimum of [insert number of years] years of hands-on experience working as a legal secretary/paralegal in a family law office
* Knowledge of court structure and family/civil procedure
* Experience and comfort levels communicating with clients on a one-on-one level
* Experience working with Court Forms, Microsoft Word and Excel, Dissomaster, and typing over 50-WPM is helpful
* Organized, self-starter, can work independently and in a team
* Professional demeanor, dress, and speech required

### 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]