

Position Description

PARALEGAL

Location: Troy, MI

Employment Type: Full-Time

Employment Area: Contested Department

Job Summary:

A Paralegal is responsible for assisting the attorney during the litigation stage of the file.

Primary Duties and Responsibilities:

- Monitor files from answer to judgment;
- Communicate with customers and attorneys to resolve legal matters;
- Provide clients with status updates both verbally and through email/websites;
- Review file information received from client for accuracy and completeness;
- Summarize legal documents;
- Prepare and review declarations and affidavits for truthfulness;
- Prepare correspondence to courts, attorneys and clients;
- Prepare and file form pleadings;
- Draft motions and answers/responses to motions;
- Maintain and coordinate attorney dockets;
- Review bankruptcy filings, deceased notifications and military hits;
- Perform online records research;
- Assist attorneys;
- Promote the firm's vision and Mission;
- Meet and exceed company and client goals;
- Comply with all federal, state and local regulations; and
- Comply with all office policies and procedures.

Knowledge, Skills and Abilities:

- Excellent analytical, research, investigative and organizational skills;
- Ability to read, write and speak fluent English;
- Ability to use standard office equipment including a computer, keyboard, copy machine, phone system and calculator;
- Familiarity with Microsoft Office applications (Outlook, Word and Excel) and case management software
- Basic typing skills;
- Ability to multitask;
- Aptitude to be self-motivated; and
- Desire to work with others in achieving company and client goals.

Minimum Education and Experience Requirements:

- At least a high school diploma or GED required;
- Paralegal/Legal Assistant certificate preferred; and
- At least 2 years of legal experience preferred.

Other Work Requirements:

- Successfully pass pre-employment testing including criminal background check, credit check and drug testing.

Compensation and Benefits:

- Competitive annual salary based upon experience;
- Competitive medical, prescription, dental and vision insurance, the cost of which is shared between the firm and the employee;
- Life insurance fully paid by the firm;
- Long-term disability insurance fully paid by the firm;
- 401(k) Qualified Retirement Plan, with a \$500 yearly employer match; and
- Section 125 Plan.

Perks:

- 17 firm paid vacation days annually;
- 7 firm paid holidays per year;
- Wheel of Fortune events with a chance to win cash and gift cards;
- Holiday Party featuring a raffle with over \$3,000 in gifts;
- Free Starbucks Coffee;
- Free Popcorn;
- Free bagels on Fridays;
- Concert and sporting event ticket giveaways; and
- Casual dress days where jeans are encouraged.

Email resumes to: careers@weberolcese.com

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We provide equal employment opportunity and advancement without regard to sex, race, color, religion, age, physical or mental disability, national origin, marital status, height, weight, veteran status or other legally protected condition except where one of the above factors is a bona fide condition or qualification for the job. All decisions relating to recruiting, hiring, training, compensation, benefits, advancement and all other conditions of employment are made in accordance with principles of equal employment opportunity for all and will be administered solely on the basis of each individual's experience, qualifications, performance and other job-related factors.