

New Direction Family Law is a fast-growing family law firm in downtown Raleigh, devoted to helping clients going through separation and divorce make powerful changes. We are in need of a paralegal team member to join our compassionate, competitive, client-centered family law firm. We do expect a certain number of billable hours per month, but we also believe in work and life balance. We are a close-knit group, so being a team player is a must. We always encourage everyone to have a voice and are open to creative ideas to better serve our clients and support each other.

Hiring Criteria: Must have a minimum of 2 years North Carolina family law experience, preferably within Wake County. Must be able to thrive in a fast-paced environment, while maintaining an attention to detail and organization. An ideal candidate will be self-sufficient, have the ability to multitask, and have knowledge of pertinent rules of Civil Procedure, statutes and case law.

Duties include:

- Working closely with the assigned attorney(s).
- Preparing legal documents (such as pleadings, motions, orders, subpoenas), and court forms.
- Coordinating and maintaining attorney and trial calendar.
- Conducting in-person and/or virtual meetings, telephone and email correspondence with clients, unrepresented opposing parties, opposing counsels, and their staff. Interface with assigned attorney regarding the same.
- Obtaining and organizing financial documents and disclosures, as well as preparing and responding to discovery requests.
- Assisting with trial, deposition, and mediation preparation.
- Conducting research and investigating facts.

What we'll provide:

- Founding partners that are truly devoted to the development of our team and to the resolution of our client's legal issues.
- Competitive compensation with bonus structure,
- health and vision insurance,
- 401(k) firm match contribution, and
- paid holidays and time-off.

We asked our team members what they wanted to include in this posting – here's what we heard: Must love animals, sense of humor and ability to laugh, compassion, must love food and celebrations of the positives that happen in our lives as well as our clients, ability to ask for help when needed and to help others when needed.

Salary for this position is competitive and based on experience; will include bonuses.

Please submit a cover letter and resumé with your application to apply@newdirectionfamilylaw.com.