



Paralegal Job Description

New Direction Family Law is a fast-growing family law firm in the downtown Raleigh area, devoted to helping clients going through separation and divorce make powerful changes. We are seeking a Paralegal to join our compassionate, competitive, client-centered family law firm.

Hiring Criteria

Must have a minimum of 3 years North Carolina family law experience, preferably within Wake County and/or Johnston 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, can multitask, keep themselves and their supervising attorney organized, 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.
- 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, health, dental, and vision insurance, 401(k) firm match contribution, short term disability coverage, and paid holidays and time-off.

Salary for this position is competitive and based on experience.

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